



Site Plan Checklist

General Information, All Site Plans	
Included?	Item / Detail
	Tax/Parcel Number and/or property address
	Name, date, and contact information of the Site Plan designer/preparer
	Scale clearly listed and maintained (see scale standards above)
	North Arrow
	Property lines and dimensions
	Dimensions, locations, <i>and</i> use of ALL existing AND proposed structures and driveways (Example: Existing Shed, Proposed Residence, Existing Gravel Driveway)
	Clearly label land disturbing activity (“clearing limits”) or write “NO CLEARING” directly on the Site Plan.
	Easements and abutting roads on or adjacent to the subject parcel, showing road names, edge of existing pavement or gravel, and any ditches or stormwater pipes.
	Property elevations – Contours at 5-foot intervals
	Building setbacks and dimensions, using a dashed line around the entire property
	If applicable, dimensions and locations of mechanical equipment that is not considered a structure, such as propane tanks, generators, etc.
	If applicable, symbol legend – If space limits readability of labels, please include a key or legend to aid intake screening and review
Utilities	
	Locations of all existing and proposed water, sewer, and utility lines
	Locations of existing and proposed on-site wells, including 100’ well radii
	Locations of existing and proposed on-site septic area, including 10’ No Build Zone, if applicable
Stormwater	
	Flow arrows showing direction of natural drainage
	Locations of existing and proposed storm drainage facility or mitigation methods and roof drainpipes and clean outs (ex – infiltration pits, dispersion trenches)

	Locations and dimensions of all existing and proposed hard surface areas, including parking areas, driveways, sidewalks, and road approaches
Critical Areas, if applicable	
	Wetlands boundaries and the proposed buffers/setbacks per KCC 19.200.220
	Habitat Conservation Area (including streams) and the proposed buffers/setbacks per KCC 19.300.315
	Geologic Hazard Areas with slopes that exceed 15%, showing setbacks from top and toe of the slope, and any associated buffer areas per KCC 19.400.435
	Flood Hazard Area Boundary – Reference maps available through Kitsap County Parcel Search or FEMA
	Critical Aquifer Recharge Area Boundary – Reference maps available through Kitsap County Parcel Search
	Locations of existing open spaces and perimeter buffers, as required by any previous land use actions, as applicable
Shoreline, if applicable	
	Location of shoreline and the ordinary high water mark (OHWM), as defined by KCC 22.150.465
	Proposed setback (distance) from the OHWM
	Location of standard buffer measured from OHWM, per KCC 22.400.120.B.1
	Location of reduced standard buffer per KCC 22.400.120.B.2 measured from OHWM (<i>only required if any development activity takes place below the standard buffer</i>)
	Shoreline structure setback (distance) line and view line, as defined in KCC 22.400.135
	Locations of existing structures on adjacent (neighboring) shoreline properties

Site Plan Submittal Standards

- Site Plans shall be uploaded in **PDF** format.
- Site Plan page size shall be no smaller than 8 ½" x 11". Preferred is **11"x17"**.
- Site Plan shall be drawn and sent **to scale**. Accepted scale standards:
 - 1"=20' or 1"-30' for parcels < 1 acre
 - 1"-40', 50', 60' for parcels 1-2.5 acres
 - 1"-100' with inset plan of structures for parcels 2.5 acres +, irregularly shaped parcels, or site plan overviews
- One Site Plan document upload to show all required detail.