



#45 SITE PLAN REQUIREMENTS

FOR

KITSAP COUNTY HEALTH DISTRICT (KCHD) BUILDING SITE APPLICATIONS (BSA),
BUILDING CLEARANCES (BC) AND KITSAP COUNTY DCD RESIDENTIAL BUILDING PERMIT APPLICATIONS



Overview

This is the first step in the Building Process. All site plans shall be clearly and accurately drawn to scale on paper a minimum of 8 ½" x 11", and a maximum of 11" x 17", and shall contain the Site Plan Checklist as shown in Figure 1. The site plan must be drawn to one of four standard scales: 1"=20' or 1"=30' for parcels of less than one acre and 1" =40', 50', 60' for parcels between 1 and 2½ acres.



For parcels that exceed 2½ acres or are of irregular shape, where the above scales would exceed the size of an 11" x 17" piece of paper, site plan **overviews** at scales of up to 1" = 100' are required along with an inset plan of the structure(s) and on-site sewage system (OSS) at one of the scales identified above.

For an example of a complete site plan, see Figure 2. All site plans shall clearly indicate all of the following applicable information:

General Property Information:

Property Lines

Indicate the locations and dimensions of all property lines.

Reference Elevations

Indicate the relative elevation of all property corners, wells, drainfields, drainage systems and building floors. Use an established reference point, plumbing stub-out or first floor level as a reference elevation point.

Steep Slopes & Cut Banks

Indicate the locations and grades for all slopes greater than 15%, as well as all cut banks that exceed 4' in height.

North Arrow

Indicate the property's orientation.

Surface Waters

Indicate all surface water bodies, including all marine waters, lakes and ponds, along with their associated shorelines, ordinary high-water lines, and their required setbacks.

Streams, Creeks and Wetlands

Indicate all surface water features such as streams, creeks, and wetlands, including their associated buffer areas and required setbacks.

Show All Existing Property Improvements:

Structures and/or Building Envelopes

Indicate the number of bedrooms for each residence, as well as the location and dimensions of all existing structures and their required setbacks from property lines and other structures. On waterfront properties, include the locations of all structures on adjacent properties with respect to view lines.

Wells and 100' Well Radii

Indicate the location of all existing wells and their respective 100' well radii. Include all wells or OSS components on adjacent properties within the 100' well radii.

On-Site Sewage System (OSS) Components

Indicate the location of all existing OSS components, including septic tanks, pump tanks, pre-treatment units, primary drainfields and reserve drainfields. Indicate the direction and degree of slopes of all primary and reserve drainfield areas, and identify the 10-foot "no-build" zones surrounding them; include at least two reference distances to property lines.

Storm/Surfacewater Drainage Systems

Indicate the location and dimensions of all existing infiltration systems, stormwater ponds, drainage ditches and below grade pipes.

Roads, Driveways, Parking Areas and Sidewalks

Indicate the location of all abutting roads, and the location and dimensions of all existing driveways, parking areas and sidewalks.

Easements, Buffers and Open Spaces

Indicate the location and dimensions of all easements, buffers and open spaces in relation to property lines, structures and OSS components.

Show All Proposed Property Improvements

Structures and/or Building Envelopes

Indicate the location, dimensions, and clearing limits of all proposed structures and/or building envelopes in relation to property lines, other structures, easements, wells, and OSS components. Include all required setbacks from property lines and other structures.

Wells and 100' Well Radii

Indicate the location of all proposed wells and their respective 100' well radii. Include all primary and reserve drainfield areas on adjacent properties within the 100' well radius.

On-Site Sewage System (OSS) Components

Indicate the location and dimensions of all proposed OSS components, including septic tanks, pump tanks, pre-treatment units, primary drainfields and reserve drainfields. Indicate the direction and degree of slopes of the primary and reserve drainfield areas, and identify the 10-foot "no-build" zones surrounding them include at least two reference distances to property lines.

Storm/Surfacewater Drainage Systems

Indicate the location and dimensions of all proposed infiltration systems, stormwater ponds, drainage ditches, below grade pipes and easements.

Roads, Driveways, Parking Areas and Sidewalks

Indicate the location, dimensions, surfacing materials, and clearing limits of all proposed roads, driveways, parking areas, sidewalks and easements.

Water and Utility Lines

Indicate the location of all proposed water lines, sewer lines, and utility lines.

QUESTIONS?

If you have any questions regarding these Site Plan Requirements, please contact the Kitsap County Department of Community Development, at (360) 337-5777; or

The Kitsap County Health District at (360) 337-5285.

A separate [Vicinity Map](#), clearly showing a detailed route to the site including the nearest intersections and landmarks, must accompany all site plans.

Failure to clearly identify all required information will cause processing delays and/or result in returned applications.

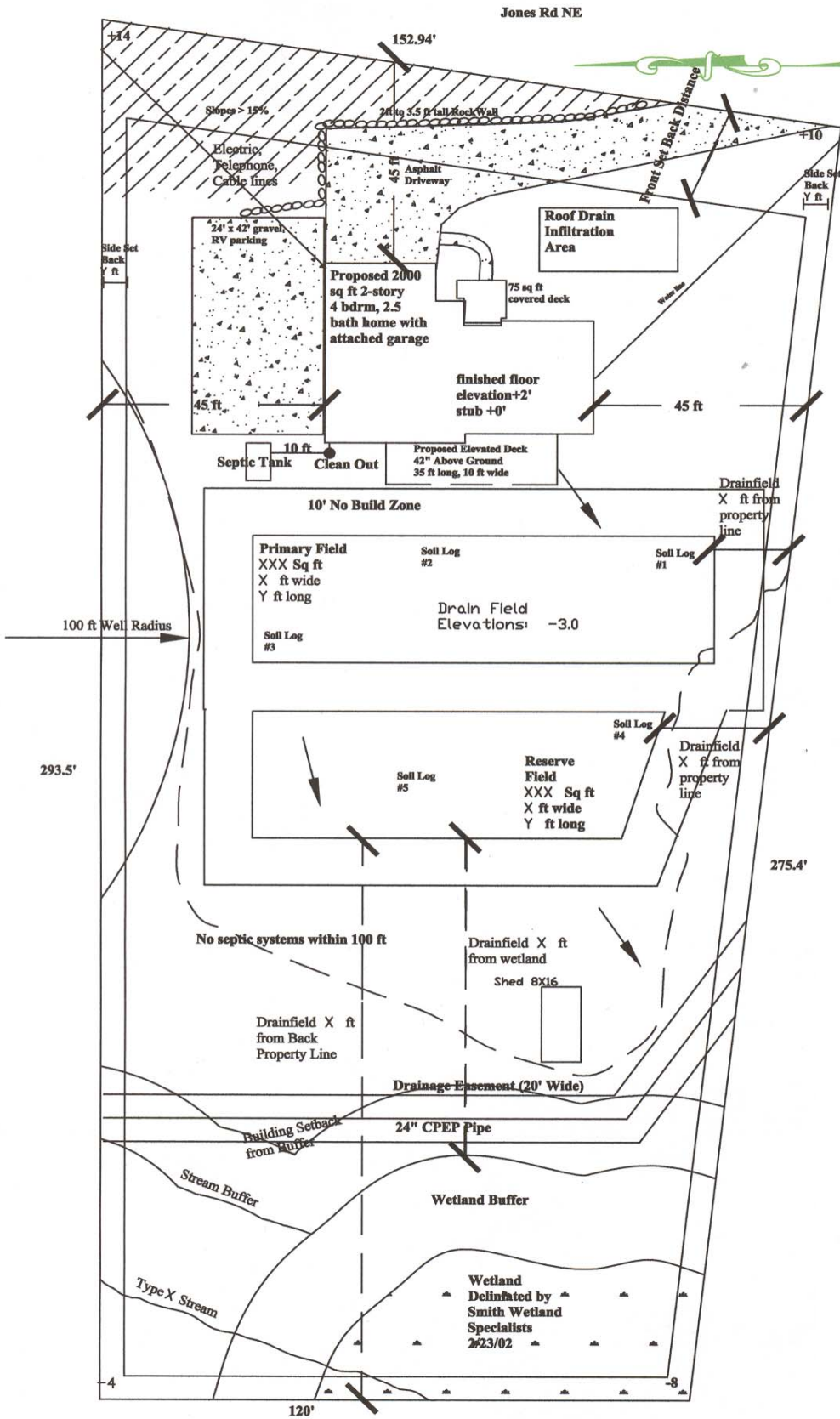
Figure 1: Site Plan Requirements Checklist

All site plans shall be clearly and accurately drawn to 1"=20', 30', 40' or 50' scale on paper no larger than 11" x 17" and must indicate all of the following information. For each item below, mark either "Shown" or "N/A" as appropriate for your project. This checklist must be completed and included on all site plans. Any site plan without this checklist will be rejected and returned to the applicant for correction.		
Shown N/A	Parcel Number _____	
A General Property Information:		
<input type="checkbox"/>	Tax ID Number and Property Address	
<input type="checkbox"/>	Property lines and dimensions	
<input type="checkbox"/>	Elevations of property and the direction of natural drainage	
<input type="checkbox"/>	Slopes that exceed 15%, including any cut banks greater than 4' in height	
<input type="checkbox"/>	North arrow and site plan scale	
<input type="checkbox"/>	<input type="checkbox"/>	Marine waters, lakes and ponds and their associated high water lines
<input type="checkbox"/>	<input type="checkbox"/>	Streams, creeks & wetlands and their associated buffer areas
B Existing Property Improvements:		
<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing structures, including the locations of existing structures on adjacent waterfront properties
<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing wells and their well radii, including those wells on adjacent properties within 100' of property lines
<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing drainfields, including the 10' "No Build Zone" as well as the locations of existing drainfields on adjacent properties within 100' of any well
<input type="checkbox"/>	<input type="checkbox"/>	Location of existing drainage facilities, including all sub-surface infiltration systems
<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing and abutting roadways, driveways, easements, buffers and required open spaces
<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing water, sewer and utility lines.
C Proposed Property Improvements:		
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all proposed structures or building envelopes in relation to property lines, other structures, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Location of all proposed wells, including their 100' well radii and all water lines
<input type="checkbox"/>	<input type="checkbox"/>	Location of all proposed septic tanks, pump tanks, pre-treatment units, and drainfields, including the 10' "no build" zone
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all proposed drainage and infiltration systems
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimensions, surfacing materials, and clearing limits of all proposed parking areas, driveways, sidewalks, & road app'rs.
<input type="checkbox"/>	<input type="checkbox"/>	Location of all proposed water, sewer and utility lines.

Please Remember: Priority service is provided to clients with active projects (fee paying clients). We encourage prospective clients to utilize the Planner of the Day service for general inquiries, staff consultations and/or pre-application meeting for further required expertise.

Figure 2: Residential Site Plan Example.

Residential Site Plan Example



Joe and Jane Q Public
 Lot 7 of Plat of Kitsap
 Tax ID 1234-000-007-2000

LEGEND

- Slope > 15%
- Asphalt/Cement/Compacted Gravel
- Wetland
- Direction of Flow
- Clearing Limit
- Scale 1"=Q'

KITSAP COUNTY DEPARTMENT OF
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 COMMUNITY DEVELOPMENT &
 KITSAP COUNTY HEALTH DISTRICT

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Shown N/A Parcel Number: 1234-000-007-2000

A General Property Information:	
<input type="checkbox"/>	Property lines and dimensions
<input checked="" type="checkbox"/>	Elevations of property and the direction of natural drainage
<input checked="" type="checkbox"/>	Slopes that exceed 15%, including any cut banks greater than 4' in height
<input checked="" type="checkbox"/>	North arrow and site plan scale
<input type="checkbox"/>	<input checked="" type="checkbox"/> Marine waters, lakes and ponds and their associated high water lines
<input checked="" type="checkbox"/>	<input type="checkbox"/> Streams, creeks & wetlands and their associated buffer areas
B Existing Property Improvements:	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Location of all existing structures, including the locations of existing structures on adjacent waterfront properties
<input checked="" type="checkbox"/>	<input type="checkbox"/> Location of all existing wells and their well radii, including those wells on adjacent properties within 100' of property lines
<input type="checkbox"/>	<input checked="" type="checkbox"/> Location of all existing drainfields, including the 10' "No Build Zone" as well as the locations of existing drainfields on adjacent properties within 100' of any well
<input checked="" type="checkbox"/>	<input type="checkbox"/> Location of existing drainage facilities, including all sub-surface infiltration systems
<input checked="" type="checkbox"/>	<input type="checkbox"/> Location of all existing and abutting roadways, driveways, easements, buffers and required open spaces
C Proposed Property Improvements:	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Location and dimensions of all proposed structures or building envelopes in relation to property lines, other structures, etc.
<input type="checkbox"/>	<input checked="" type="checkbox"/> Location of all proposed wells, including their 100' well radii and all water lines
<input checked="" type="checkbox"/>	<input type="checkbox"/> Location of all proposed septic tanks, pump tanks, pre-treatment units, and drainfields, including the 10' "no build" zone
<input checked="" type="checkbox"/>	<input type="checkbox"/> Location and dimensions of all proposed drainage and infiltration systems
<input checked="" type="checkbox"/>	<input type="checkbox"/> Location, dimensions, surfacing materials, and clearing limits of all proposed parking areas, driveways, sidewalks, & road app'rs.
<input checked="" type="checkbox"/>	<input type="checkbox"/> Location of all water, sewer and utility lines

Please Remember: Priority service is provided to clients with active projects (fee paying clients). We encourage prospective clients to utilize the Planner of the Day service for general inquiries, staff consultations and/or pre-application meeting for further required expertise.