

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Site Plan Requirements

Updated September 5, 2006

Applications for City of Seattle Master Use Permits (MUPs) and construction permits require site plans. This Client Assistance Memo (CAM) has been prepared to assist you in preparing a site plan. It lists the information which must appear on site plans submitted with permit applications and shows what preliminary, basic and enhanced site plans look like.

For general information on standards for plans and drawings, as well as helpful hints and guidelines on how to prepare a plan, refer to CAM 106, *General Standards for Plans and Drawings*, and CAM 103A, *Site Plan Guidelines*.

If your project site is in an environmentally critical area (ECA), please reference CAM 103B, *ECA Site Plan Requirements*, for details on what additional items should be included in your site plan. Reference CAM 220, *Lot Coverage, Height and Yard Standards for Homes in Single Family Zones*, for site plan details if your project comes within 2 feet of the height limit or is taking advantage of sloping-lot height bonus provisions in the Seattle Land Use Code.

What is a Site Plan?

A site plan is an accurate drawing or map of a piece of property showing its size and shape; and the size, shape and location of man-made and natural features (such as buildings, structures, driveways and trees) on the property. Site plans show both what currently exists on the site and what physical changes you wish to make that will change conditions on the site.

It is very useful to bring a preliminary site plan when you visit DPD to ask questions about what you may do on a site. A preliminary site plan contains enough information to assist DPD staff in understanding the scope of your project. DPD staff can assist you in identifying codes, requirements and processes that could impact your project.

To find out what permits are required for a proposed project and what plans you will need to prepare, bring your preliminary site plan to the DPD Applicant Services Center (ASC), located on the 20th floor of Seattle Municipal Tower, 700 Fifth Ave., (206) 684-8850.

NOTE: You must be aware that the information provided to you can be only as reliable as the information you provide. Information given at the ASC is preliminary only and does not constitute approval of an application.

Types of Site Plans

A **preliminary site plan** is a rough version of your site plan designed to help resolve preliminary questions.

A **basic site plan** can be submitted during intake to satisfy the DPD requirement for smaller projects, including: small commercial alterations and additions, changes of use not affecting parking, truck loading, vehicle access, or residential (1 & 2 family dwellings) additions and alterations and detached accessory structures less than 2,000 square feet in size and without new vehicular access.

An **enhanced site plan** is required for more complex projects, such as the construction of a new single family, multifamily or commercial project.

Preliminary Site Plan

The information listed below is sufficient for site plans used for coaching, pre-submittal conferences, and other preliminary screening. The information for the public right-of-way does not need to be prepared by a licensed surveyor at this point; it is intended as general information only. One copy of the preliminary site plan must be submitted with the Preliminary Application form for all projects.

The following information is required:

1. Address of project
2. Owner's name
3. Legal description of the property, including any



easements and project numbers of short plats or lot boundary adjustments

4. King County Assessor's parcel number (property tax account #)
5. King County recording number for any easements or other pertinent legal features
6. North arrow
7. Property lines, dimensions and bearings
8. Identification and right-of-way (ROW) and roadway widths of adjacent streets (by name), alleys or other adjacent public property
9. Curbs and sidewalks and street trees: type, location, dimensions.
10. Street and alley improvement type (asphalt, concrete, gravel, etc.)
11. Creeks, streams or any ECA areas, per CAM 103B, if they exist on the site
12. DPD building identifiers for sites with more than one building
13. Location of the pedestrian path to each dwelling unit and the primary entrance to each building
14. If existing or proposed building structures (e.g: building overhangs, chimneys, gutters, sky-bridges, tunnels, underground parking, etc.) extend into, over, or under the ROW, a utility easement, or known utility for which there is no easement, the dimensions of these structures and their locations must be provided.
15. Location and dimensions of all driveways, parking areas, and other paved areas (existing and proposed)
16. General location, size and shape of any structures presently on the site and of those proposed for construction; including buildings, retaining walls, patios, decks, porches, rockeries and driveways (existing and proposed)
17. Dimensions showing front, side and rear distances from structures to property lines, distances between structures, porches and decks (existing and proposed)
18. For projects subject to the provisions of SMC Chapter 25.11, Tree Protection. Show location, size and species of all trees at least six inches in diameter and 4½ feet above the ground.

Basic Site Plan

The information listed below is sufficient for site plans submitted for the following types of projects:

- Small commercial alterations and additions
- Change of use not affecting parking, truck loading, vehicle access
- Residential (1 & 2 family dwellings) additions and alterations and detached accessory structures less than 2,000 square feet in size without new vehicular access.

Please include everything required on the preliminary site plan, as well as the following information, to create a basic site plan. Numbers 19-30 are the additional items required for a basic site plan.

The following information is required:

19. Identification of the drawing's scale (min. 1" = 10')
20. Specific location, size and shape of any structures presently on the site and of those proposed for construction; including buildings, retaining walls, patios, decks, porches, rockeries and driveways (existing and proposed)
21. Complete dimensions showing front, side and rear distances from structures to property lines, distances between structures, porches and decks (existing and proposed)
22. For projects subject to the provisions of SMC Chapter 25.11, Tree Protection (See CAM 242, *Tree Protection Regulations in Seattle*): Show specific location, size and species of all trees at least 6 inches in diameter measured 4½ feet above the ground. Individual trees located in areas that the applicant agrees will not be disturbed during construction need not be indicated on the site plan; however, not-to-be-disturbed areas must be indicated.
23. Street and alley improvement type (asphalt, concrete, gravel, etc.) and width
24. Include site lot coverage calculations.
25. Identification of exactly what work is to be done, including the changes that are proposed to the physical features of the site or existing structures. (Clearly distinguish between existing and proposed features). Statements such as "Existing wall to remain" are acceptable call-outs for the site plan.
26. Location and dimension of all window wells, fireplaces, chimneys, etc.
27. Elevation at center of developed roadway if a change to access or parking is proposed.

28. Identify existing and finished grade elevation of driveway at property line, and at garage entry, if a change to access or parking is proposed.
29. Curb cut width and distance from adjacent property lines. (Label curb cuts as "existing" or "proposed.")
30. Identify all physical restrictions to site access (utility poles, rockeries, street trees, Metro bus stops, etc.) if a change to access is proposed.

Enhanced Site Plan

Please include everything required on the basic site plan, as well as the following information, to create an enhanced site plan. Numbers 31-41 are the additional items required for an enhanced site plan.

The following information is required:

31. Ground elevations and contour lines with labeled contour intervals on sloping sites or where earth grading is proposed.
32. Identify top and bottom of slopes and show dimensions from slope top/bottom to the building(s)
33. Identify drainage ditches, natural watercourses, and culverts (near shorelines).
34. Street trees and other landscaping in the public right-of-way
35. Sewer mains (sanitary only {pss} and/or combined sewers {ps})
36. Storm drains {psd} and catch basins
37. Water mains, fire hydrants and water meters
38. Power poles, street lights, signal and transit poles, bus zones, street signs, etc. adjacent to the subject property.
39. All other elements between the pavement edge and property line (such as side sewer, electrical ducts and vaults, electrical conduits, handholes, ditches, culverts, etc.)
40. On-site stormwater treatment, infiltration, or detention systems.
41. Show calculations that demonstrate compliance with Land Use Code development standards, or indicate on which plan sheet these calculations can be found.

Sample Site Plans

Illustrated samples of site plans are included on the next few pages. **Figure 1** shows a sample preliminary site plan; **Figure 2** shows a sample basic site plan; and **Figure 3** shows a sample enhanced site plan.

For More Information

Additional information on requirements and assistance with drawing site plans are available from:

- **King County Assessor**
www.metrokc.gov/assessor

Department of Assessment Real Estate Office
7th floor, King County Administration Building
500 Fourth Ave.
(206) 296-7300

- **Seattle Dept. of Planning and Development (DPD)**
www.seattle.gov/dpd

Applicant Services Center
20th floor, Seattle Municipal Tower
700 Fifth Ave.
(206) 684-8850

Drainage Review Desk
20th floor, Seattle Municipal Tower
700 Fifth Ave.
(206) 684-5362

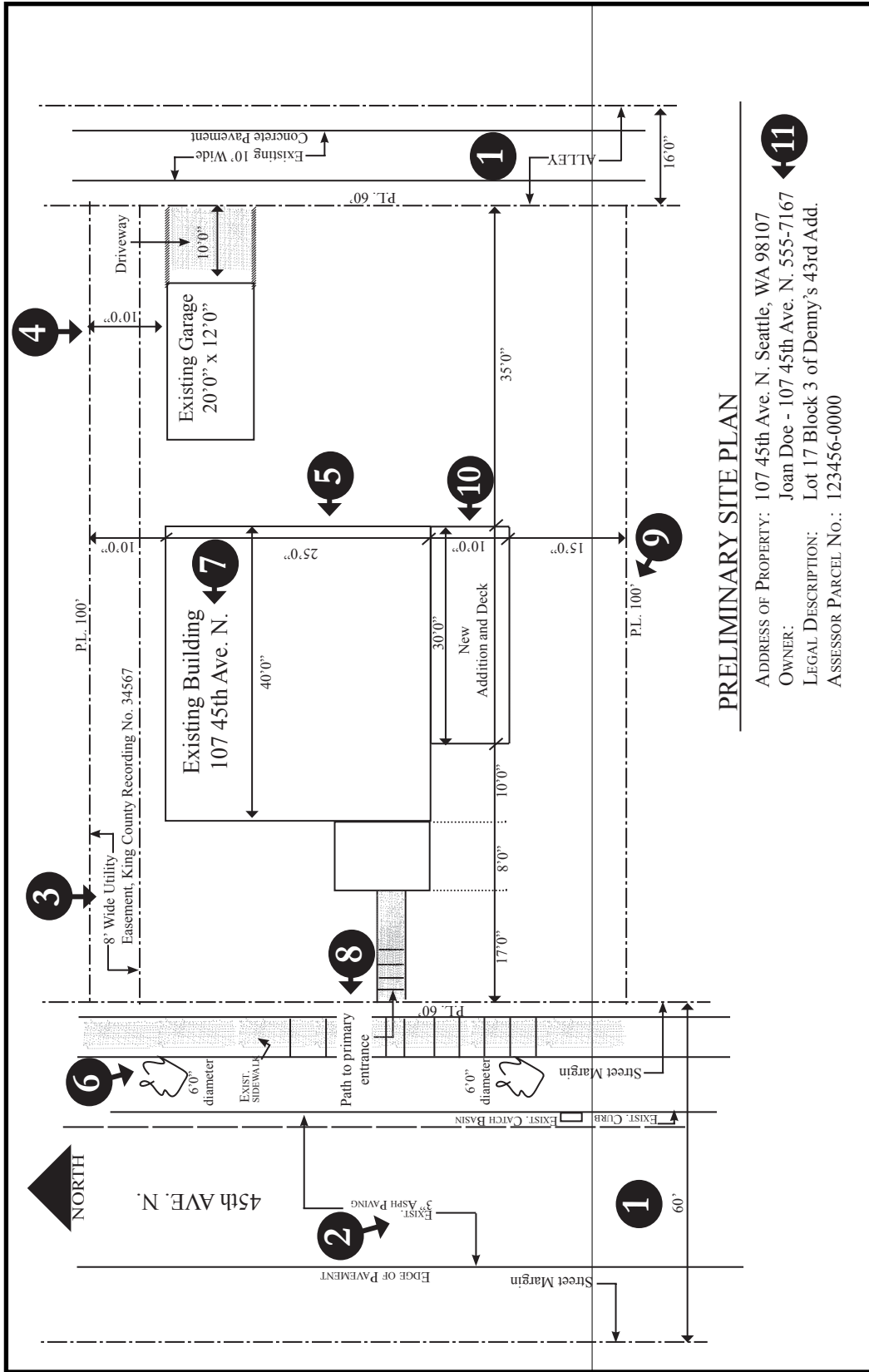
- **Seattle Dept. of Transportation (SDOT)**
www.seattle.gov/transportation

Engineering Records Vault
47th floor, Seattle Municipal Tower
700 Fifth Ave.
(206) 684-5132

Street Use Counter
37th floor, Seattle Municipal Tower
700 Fifth Ave.
(206) 684-5253

Access to Information

Links to electronic versions of DPD **Client Assistance Memos (CAMs)** and other helpful publications are available on our website at **www.seattle.gov/dpd/publications**. Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Avenue in downtown Seattle, (206) 684-8467.

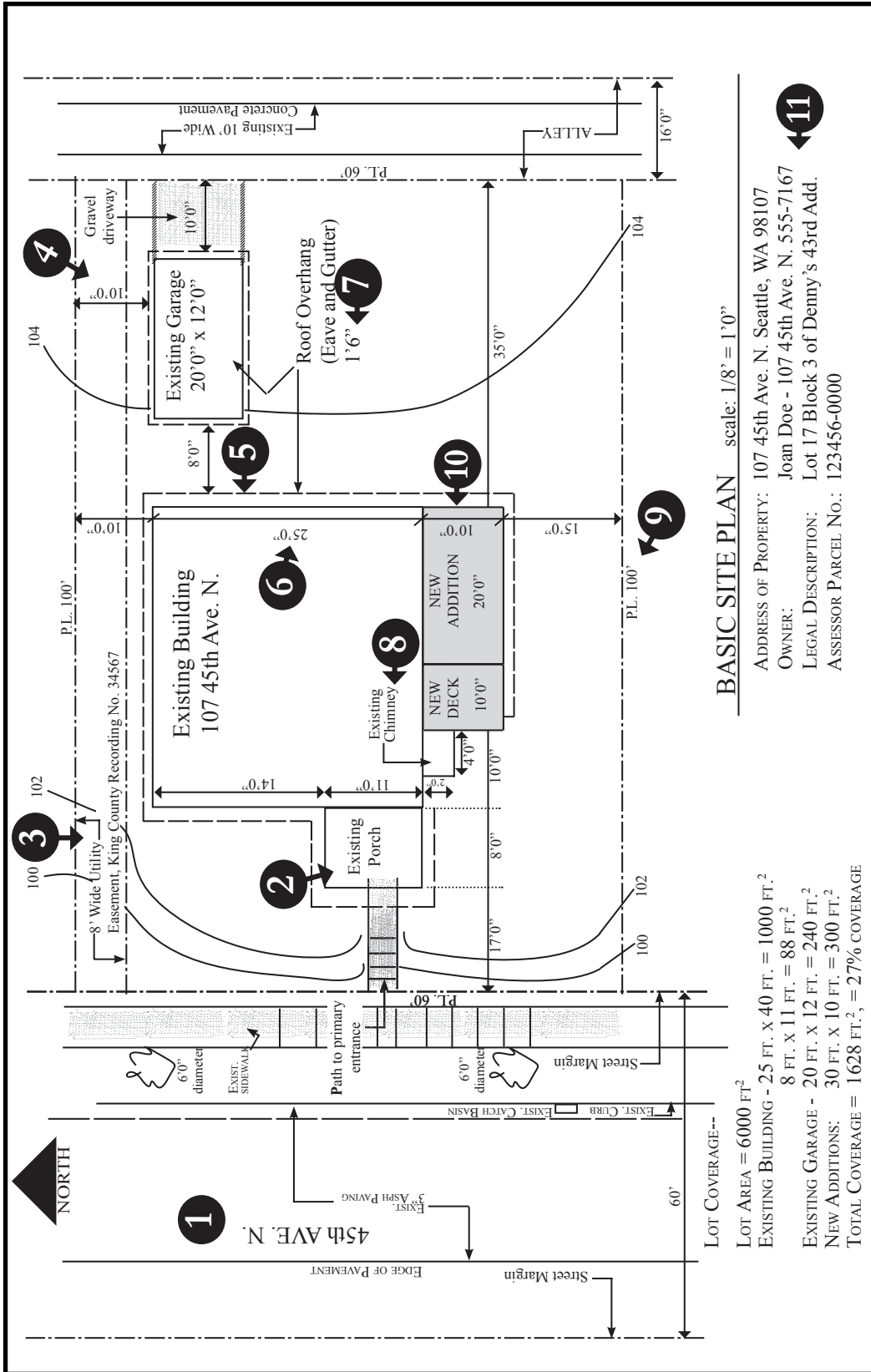


Checklist

1. Identify adjacent streets and alleys by name and width.
2. Note street and alley improvement type.
3. Identify easements.
4. Show distances from structures to property lines.
5. General size and shape of current and proposed structures.
6. Curbs, sidewalks and street trees: type, location and dimension.
7. Building identifiers for sites with more than one building.
8. Location of primary entrance.
9. Note how property line dimensions are shown.
10. Proposed work to be clearly shown.
11. Address of project, owner's name, legal description, and King County Assessor Parcel No. (and KC Recording number for any easements or pertinent legal features).

Figure 1: Preliminary Site Plan Elements

LEGAL DISCLAIMER: This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.

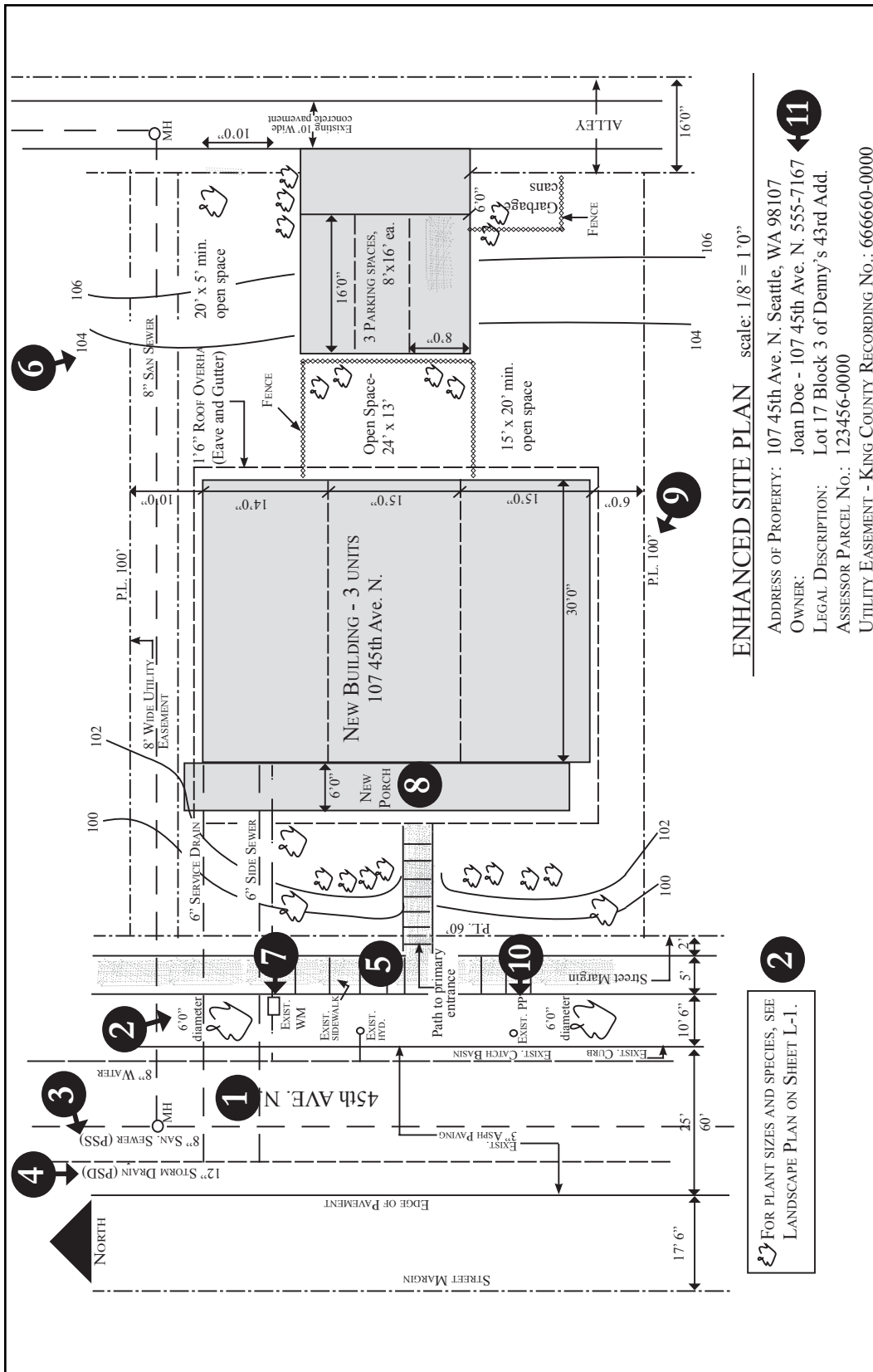


Checklist

1. Identify street by name.
2. Identify and dimension all porches and decks.
3. Identify easements.
4. Showing setback is important.
5. Show all roof overhangs with dotted lines. NOTE: roof overhang is the total of the EAVE and the GUTTER.
6. Dimension all exterior walls.
7. Dimension all overhangs (dimensions to include gutters.)
8. Show and dimension chimneys if they protrude.
9. Note how property line dimensions are shown.
10. Proposed work to be clearly shown.
11. Address of project, owner's name, legal description, and King County Assessor Parcel No. (and KC Recording number for any easements or pertinent legal features).

Figure 2: Basic Site Plan Elements

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Checklist

1. Identify street by name.
2. Show street trees and landscaping.
3. Sewer mains or combined sewers (pss).
4. Storm drains (psd) and catch basins.
5. Stippling (dotting) helps to identify walks and pavements.
6. Show ground elevations and contour lines on sloping sites or where proposed.
7. Water mains, fire hydrants, and water meters.
8. Identify all porches and decks.
9. Note how property line dimensions are shown.
10. Power poles, street lights, bus zones, street signs, etc. adjacent to property.
11. Address of project, owner's name, legal description, and King County Assessor Parcel No. (and KC Recording number for any easements or pertinent legal features).

Figure 3: Enhanced Site Plan Elements

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