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 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 Radius
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 Public Health District at (360) 337-5285.
Figure 2: Residential Site Plan Example.