

This checklist below can be used when preparing your building site plan. It is an optional submittal item that can assist you in accurately reflecting all required building site plan elements. For each item listed, place a check-mark in the "Shown" or "N/A" column.

Shown	N/A	DCD Building Site Plan Requirements Checklist
		General Information
		Tax ID Number and Property Address (if assigned)
		North Arrow
		Scale Listed (see scale standards above)
		Property elevations - Contours at five-foot intervals
		Property lines and dimensions
		Include symbol legend
		Easements and abutting roads on or adjacent to the property, showing road names, edge of existing pavement or gravel, and any ditches or stormwater pipes
		Name, date, and contact information of site plan designer
		Project Information
		Dimensions, locations, and use of all existing and proposed structures
		Building setbacks and dimensions using a dashed line around the entire property
		Dimensions and locations of mechanical equipment that is not considered a structure, such as propane tanks, generators, etc.
		Label the boundaries of land disturbing activity (also known as clearing limits), or write "No Clearing" directly on the site plan
		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-foot 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
		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 a previous land use actions, as applicable
		Shoreline
		Location of shoreline and the ordinary high water mark (OHWM), as defined in KCC 22.150.465
		Proposed setback (distance) from 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

If you have any questions regarding these building site plan requirements, please contact the Kitsap County Department of Community Development at 360.337.5777 or help@kitsap1.com