



Residential Site Plan Submittal Checklist

A **Site Plan** is a scaled drawing of your proposed project showing its relation to other lot features and lot lines. It is required so that permit reviewers can confirm that your project conforms to Snohomish County Code. The kind of site plan required will depend on the type and size of your project.

SITE PLAN – Required for all residential projects except as listed: a) Mechanical or plumbing only permits, b) reroof and siding permits, and c) demo permits. Note: staff reserves the right to request a site plan for the aforementioned permits in the event a special circumstance is found.

A separate landscaping site plan is required and subject to the [Landscape Plan Submittal Checklist](#) for the following projects:

1. [Temporary Dwellings](#);
2. [Garages or personal storage structures](#) over 2,400 square feet in size; and
3. [Accessory Apartments](#) when required by [30.28.010\(6\)](#).

Building Permit Site plans shall meet the following criteria (1-15):

- _____ 1. Site plans must be drawn on white paper **no larger than 11" x 17."** Do not use graph paper.
- _____ 2. **Drawn to a standard engineering scale** (ex. 1" = 10', 1" = 20', 1" = 30', etc.).
- _____ 3. **Include a title block** that has the following information: Name of owner(s), north arrow, address, and tax parcel number(s) (*your parcel number is located on your property tax statement issued by the [County Assessor](#). You may obtain this 14-digit number from the [Assessor's Office](#), 1st floor, Robert J. Drewel Building, 3000 Rockefeller Avenue, Everett. (425) 388-3433*).
- _____ 4. Site plan shall show the entire property and include accurate **property line dimensions for the legal lot** on which the work is occurring. Refer to [Assistance Bulletin #24](#) for the difference between a tax parcel and a legal lot.
- _____ 5. Give **name and width of adjacent public road right-of-ways**. To obtain right-of-way width, contact Public Works, 2nd Floor, Robert J. Drewel Building, 3000 Rockefeller Avenue, Everett. (425) 388-3488.
- _____ 6. Show the **location and width of any private roads or easements on or adjacent to the site**. Include recordation numbers when available.
- _____ 7. Show any established Native Growth Protection Areas (NGPA), proposed NGPA, waterbodies, and slopes steeper than 33% within 300' of the area of disturbance. Waterbodies should have their ordinary high water mark delineated as well as any applicable buffers. Refer to [Bulletin #15](#) for additional information.
- _____ 8. Show the location, dimensions, and distance to the property lines of **all** proposed structures, driveways, parking areas, sidewalks, and patios.
- _____ 9. Show and label pre-existing structures, driveways, etc. as "Existing" and the proposed elements as "Proposed."

- _____ 10. Show and label proposed and existing septic tanks, wells, drainfields, and reserve areas, along with their setbacks to the property lines and structures. **If you do not know the location of your existing tank, drainfield, or reserve areas you may find them at dave.snohd.org.**
- _____ 11. Show your **area of disturbance** – this includes all areas of new structure and pavement as well as any land that will be disturbed in the course of construction and/or converted to lawn or pasture. The area of disturbance must match the “Clearing” square footage identified on your application.
- _____ 12. Identify, in square feet, the amount of **new and replaced hard surfaces**, including all new gravel, roof area (**including eaves**), pavement, compacted dirt, etc. This number should match the numbers listed on your application. You should also include your existing hard surface square footage.
- _____ 13. Address stormwater runoff in one of the following ways:
- If there is **no new or replaced hard surfaces**, include this note in the margins of the site plan;
 - If the project is **in a subdivision with a previously approved drainage plan** and requires no further drainage review, include a note as appropriate per the subdivision lot drainage memo;
 - If the project is **subject to a [Small Project SWPPP](#)** only, include a note identifying how runoff will be handled. If downspouts are proposed, indicate the directional flow of stormwater; or
 - Identify the facilities (ex. infiltration trench, dispersion trench, dry well), proposed under the **[Land Disturbing Activity \(LDA\) Permit](#)** on the site plan along with setbacks to structures.
- _____ 14. Note **how exposed soils will be protected from rain and erosion** during the course of construction (ex. plastic covering). If no exposed soils are expected for longer than 24 hours, indicate such. If a stockpile is expected indicate the proposed location of this. This note should be consistent with the [Small Project SWPPP](#) or Land Disturbing Activity Permit.
- _____ 15. When **subject to the [Small Project SWPPP](#)**, **all applicable BMPs shall be listed** on the site plan along with their approximate location. If the project is subject to a LDA permit, this can be addressed on the appropriate LDA plans and is not required on the building permit site plan.

Applicants are strongly urged to consult with County staff before paying for house plan or septic plans for challenging sites. You may want to consider applying for a Residential Pre-Application Conference (\$250.00). A Site Reviewer (and in some cases, a biologist and/or grading/drainage reviewer) visits your site and a meeting is subsequently held with the applicant to go over the site review results. If a permit is applied for and issued within 2 years of the Pre-application Conference, \$200.00 is credited to the permit as follows: \$100.00 to the site review fees and \$100.00 to the permit fees.