



Checklist for Single Family Homes, Additions, Garages, and other residential structures

Project File Number: _____
Project Name: _____

Accepted By: _____
Date: _____

The site plan must be legible and easily understood by professionals as well as the public. Clearly differentiate between existing and proposed development.

The applicant shall submit:

- **Site Plan** (see "Site Plan Contents" below)
- **Residential Building Permit Application**
- **Project Narrative** (short description of proposed project)

Additional documents may be requested by the City including:

- **Stormwater Site Plan / Drainage Report** stamped by a licensed engineer (only if greater than 2,000 sf of new or replaced impervious surfaces will be installed)
- **Special Studies** (only if required; Examples include geotechnical report if located near slopes greater than 15%, landslide areas or if infiltration is being proposed; critical areas / wetland report if critical areas such as streams or wetlands are located within 300' of the proposed development; Structural calculations if walls greater than 3' will be built)

Site Plan Contents:

Applicant / Staff Verify

Basic Requirements

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) sets of plan sheets 18" x 24" or 24" x 36" in size (11" x 17" may be acceptable with prior approval from City staff) and electronic version of plan sheets |
| <input type="checkbox"/> | <input type="checkbox"/> | Standard Engineer's scale, for example: 1 inch = 20 feet |
| <input type="checkbox"/> | <input type="checkbox"/> | Title block: Project name; owners name; site address, tax parcel number; subdivision name |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map |
| <input type="checkbox"/> | <input type="checkbox"/> | Depict the entire property and the area within 150-foot radius of the property on site plan |

List Zoning/Land Use designation (GFMC 19.03)

Property Information

Show property boundaries (bold line)

Show all setbacks/buffers from property lines, easements and/or existing buildings for all structures (as applicable)

Show all impervious (hard) surface coverage and calculations including all structures, pavement, concrete, gravel, etc (existing, newly proposed and replaced areas)

Show proposed and existing topography elevations in 2 foot contours

Show all easements: Include access, utility, other (e.g. use easements, conservation easements)

Landscaping (GFMC Chapter 19.06.020)

Show location of existing or proposed open space and/or required landscaping

Show locations of significant trees and/or stands of significant trees as defined in GFMC Chapter 19.06.020 (D) including trees to be retained and landscape plan for trees to be replaced as mitigation for those removed per GFMC 19.06.020 (D)(3)

Critical Areas

Show all critical areas and associated buffer areas as defined in GFMC Chapter 19.07.020 (if present)

Shoreline jurisdiction: Include ordinary high water mark, shoreline buffer

Show all proposed clearing and/or grading limits and areas of land disturbance including estimated cubic feet of fill or cut material proposed on site

Utilities

Sewer/septic system requirements: Include location of service lines from sewer main to property, primary and reserve drainfields and any setbacks existing and proposed on site.

Water requirements: Include location of water service lines, water meters, well house, well protection area, backflow preventers, irrigation system lines, etc. existing and proposed on site

Other facilities: Include power lines, fire hydrants, generators, propane tanks, heat pumps, solar, etc.

Stormwater requirements: Show location/management method (i.e. runoff dispersion, infiltration, detention, etc). Erosion control measures shall be shown if adding more than 2,000 sf of new/replaced impervious surface.

Street and Parking

Show access to the property (existing and proposed): Dimensions adjacent to rights-of-way/access easements and driving surface width. Depict access from a right-of-way, emergency services access (if applicable), driveways, non-motorized access (e.g. sidewalks, trails) on site plan

Show layout of internal vehicular and pedestrian circulation system (proposed driveway, parking area, walkways, etc).

Show parking area/space layout and dimensions of proposed and existing parking spaces per Granite Falls Municipal Code 19.06.050

Show all public improvements in right-of-way (existing and proposed) including: pavement width, sidewalk, curbs, gutters, etc.