



**CITY OF CARNATION**

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238  
(425) 333-4192 phone • (425) 333-4336 fax

**PLAN SUBMITTAL REQUIREMENTS**

**GENERAL REQUIREMENTS FOR ALL PLANS**

**Applicability**

For original and all revised submittals for the following permits:

- Binding Site Plans
- Boundary Line Adjustments
- Building permits
- Conditional Use Permit
- Design Review, major exterior remodel or new construction
- Drainage review, erosion control plans
- Short Plats, including re-submittals and alterations
- Long Plats, including re-submittals and alterations
- Final Plats
- Residential Condominium Binding Site Plan
- Shoreline permits
- Site Development Review
- Special Use Permit

These requirements may not be applicable for:

- Annexations
- Appeals
- Comprehensive Plan amendment request
- Critical Area Review request
- Design review, minor
- Rezone or amendments to zoning ordinance
- Right-of-way permit
- SEPA Environmental Checklist
- Sign permits
- Street use permit
- Street vacation
- Traffic Impact Fee
- Variance
- Water or Sewer Availability requests

**Applicant:** if you are unsure if any of these requirements apply to your application, please contact the City Planner at 425-333-4192 for assistance.



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# PLAN SUBMITTAL REQUIREMENTS

## Plan Submittal Requirements

1. All plans must be bound into complete sets and folded to fit an 8-1/2" x 14" file folder.
2. All plan sheets to have a north arrow with north oriented toward the top of the sheet.
3. All plan sheets are to be the same size (24" x 36" preferred) and of legible professional quality.
4. All pages shall be numbered as to the type of plan and identified on the cover sheet in an index.
5. All plans shall be based on and at the same scale, as described below or as approved by the City Planner, and at the same orientation.
  - a. Building permit. 1/4" = 1' for architectural plans and 1" = 10' for site plans or other as approved by the Building Official;
  - b. Binding Site Plans, Residential Condominium Binding Site Plans, Site Development Review, and Elevations: 1"=20' or other as approved by City Planner;
  - c. Plat maps: 1"= 50', 1'= 60' or 1'=100' or other as approved by City Planner.
6. All plans to include the preparer, address and title block.
7. Zoning and property boundaries within 100 feet of exterior property lines;
8. Topographic plans shall extend 25' beyond the exterior property lines and detail all natural and manmade features.
9. All critical areas within 500' of the exterior property line shall be shown, if any
10. FEMA flood hazard designation, if any.
11. The location of any significant trees or significant stands of trees as defined by 15.08 CMC.
12. Label all streets using City of Carnation street names.
13. Location of existing and proposed utilities including but not limited to water, sanitary sewer, gas, power, etc.
14. Where applicable, the location of the nearest fire hydrant.
15. Location of all existing and proposed impervious surfaces.
16. All revisions after the initial submittal shall be "clouded", described and dated on the Revisions Block of the respective plan sheet.
17. Provide a composite drawing when the Site Plan or other plan is broken into multiple sheets or when plans are on one sheet but a corner of property is "cut" from property and drawn in a corner of the sheet.