



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
 Mailing address: 216 Prospect Street
 Port Orchard, WA 98366
 (360) 874-5533 • permitcenter@portorchardwa.gov

SITE PLAN CHECKLIST

This checklist must be completed and included with all site plans. All site plans shall be clearly and accurately drawn to scale and must indicate all of the following information. For each item below, check either "Shown" or "N/A" as appropriate for your project. Additional information may be required, subject to application review.

Tax Parcel Number: _____		
Address: _____		
A. General Property Information	Shown	N/A
Property lines and dimensions. (must show)		
North arrow and site plan scale. (must show)		
Property elevations, contours and the direction of natural drainage. Show contours every 2' unless slopes exceed 15%; then show every 5'. (must show)		
Slopes that exceed 15%, including any cut banks greater than 4' in height. (must show)		
All hard surfaces on property. (must show)		
Marine waters, lakes and ponds and their associated ordinary high water mark.		
Streams, creeks and wetlands and their associated buffer areas.		
B. Existing Property Improvements	Shown	N/A
Location of all existing structures, including the locations of existing structures on adjacent waterfront properties.		
Location of all existing wells, including their 100' well radii and all water lines.		
Location of all existing septic tanks and drainfields, including the 10' "No Build" zone.		
Location of existing storm drainage facilities, including all sub-surface infiltration systems.		
Location of existing off-street parking and emergency vehicle access.		
Location of all existing and abutting roadways, driveways, sidewalks, easements, buffers and required open spaces.		
Location of all existing site retaining walls, including the geogrid area dimensions and location of geogrids if applicable.		

Continued on next page.

C. Proposed Property Improvements	Shown	N/A
Location and dimensions of all proposed structures, setbacks and building envelopes in relation to property lines, other structures, critical areas, etc. (must show)		
Location of all proposed erosion control measures to be used during construction. (must show)		
Location of all proposed wells, including their 100' well radii and all water lines.		
Location of all proposed septic tanks, pump tanks, pre-treatment units, and drainfields, including the 10' "No Build" zone.		
Location and dimensions of all proposed on-site stormwater treatment facilities, including all details per the currently adopted Stormwater Management Manual.		
Location, dimensions, surfacing materials, and clearing limits of all proposed parking areas, driveways, sidewalks, & road approaches.		
Location of all water, sewer and utility lines.		
Available fire flow for new commercial buildings and new residential construction for homes 3,601 and greater in square footage. 2021 Washington State Fire Code Appx. B.		
Label with the number of feet above sea level: finished grade elevation outside the building footprint and finished floor elevation inside the proposed structure.		