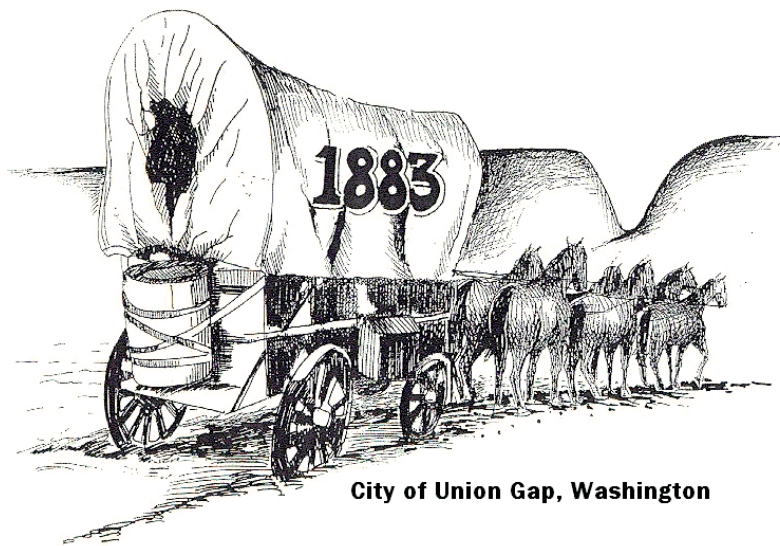


# CITY OF UNION GAP



City of Union Gap, Washington

## Site Plan Checklist and Examples

# SITE PLAN CHECKLIST & INSTRUCTIONS

**In Order For Application To Be Determined Complete, A Site Plan Must Be Completed And Returned.**

**A Detailed Site Plan Is Required** All site plans submitted in conjunction with your building permit application, land use application, and environmental application shall contain certain information and be approved by the appropriate Department. All information that is applicable to your proposal shall be checked off and clearly displayed on the site plan. It is in the applicant's best interest to provide a carefully drawn and scaled site plan with all required information. The decision on whether or not to grant approval of your development proposal is largely based on the information you provide. An application cannot be processed until an adequate site plan is submitted.

Please complete this checklist and include it with your site plan. The site plan must contain all pertinent information. Items not applicable to the proposed project shall be noted.

- 1) **Use Ink:** Use blue or black permanent ink. It may be helpful to draft the site plan in pencil then trace over in ink. Ink is necessary for adequate duplication.
- 2) **Use A Straight Edge:** All lines must be straight and done with the aid of a ruler or other straight edge. Use a compass when delineating circular drawings such as cul-de-sacs. Computer drafted site plans are acceptable.
- 3) **Draw To Scale:** Site plans shall be drawn to scale. The site plan template has a suggested map scale of one inch equaling twenty feet (1"=20'). Distances on the map must be as representative of reality as possible. For example, if the distance from a structure to a property line is 20 feet, the distance on the site plan will be 1 inch.
- 4) **Use Site Plan Checklist:** Use the site plan checklist and provide all applicable information on the site plan.
- 5) **Attach The Information Below To Your Site Plan:** Complete all information requested on the bottom of the site plan . If you use a different medium, provide the requested information on the alternative paper.

**Note: You may benefit from the aid of a professional in the preparation of a site plan.**

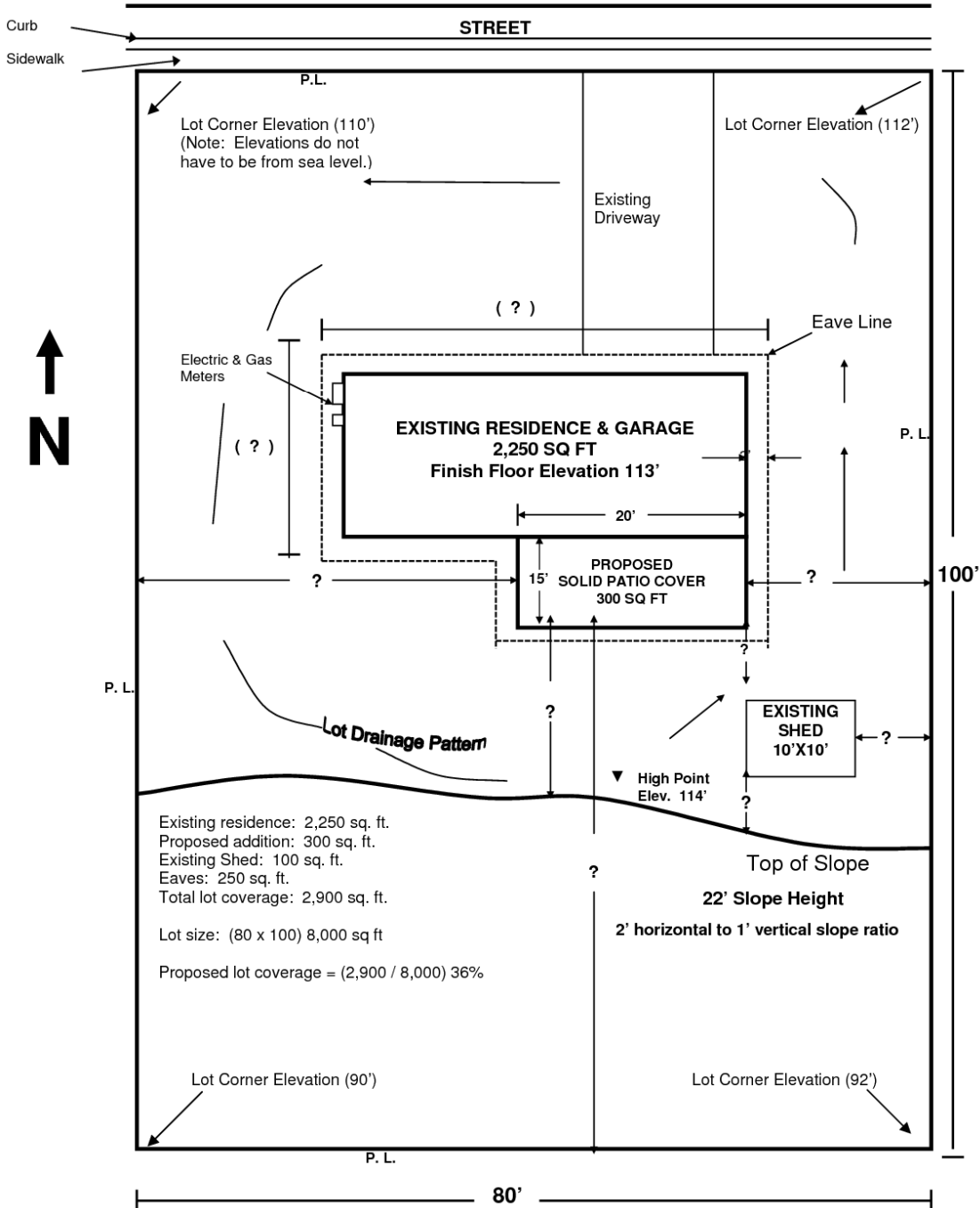
**Check all boxes as:  Included or  - Not Applicable**

	The site plan shall be legibly drawn in ink on paper of sufficient size to contain the required information, but not less than 8.5" X 11"
	All site plans shall be drawn to a standard engineering scale and indicated on the site plan. The scale selected shall best fit the paper.
	Site address, parcel number(s) and zoning designation of subject property.
	Property boundaries and dimensions.
	Names and dimensions of all existing streets bounding the site.
	Dimensions, location and use of proposed and existing structures including loading docks.
	Structure setbacks.
	North Arrow.
	Lot coverage with calculations shown on site plan.
	Location and size of any easements.
	Location and type of existing and proposed landscaping including landscaping within the public right-of-way.
	Location and size of existing and proposed side sewer and water service lines.
	Adjacent land uses and zoning designations.
	Location and size of all parking spaces shown on the site plan.
	Location and dimensions of proposed or existing driveway approaches.
	Vision clearance triangles at street intersections and where driveways and curb cuts intersect with streets.
	Location and size of proposed or existing signs.
	Location and size of required site drainage facilities including on-site retention.
	Location, type, and description of required sitescreening.
	Location and size of existing or proposed public sidewalks that are within 200-feet of the subject property.
	Proposed improvements located within the public right-of-way.
	Name, address, phone number, and signature of the owner or person responsible for the property.

**Note:** Community Development or reviewing official may require additional information to clarify the proposal, assess its impacts, or determine compliance with the Union Gap Municipal Code and other laws and regulations.

# Residential Example

## PLOT PLAN EXAMPLE



Property Owner Name:  
 Job Address:  
 Phone Number:  
 Drawn By:

