



# Residential Site, Instructions Flagging a Site for Permit Applications

## What is meant by “flagging a site”?

Flagging a site involves placing indicator flags or surveying tape in key locations on your site. The flags allow King County staff visiting your undeveloped site to easily and correctly identify where your property boundaries are located and where proposed access and structures, etc. will be constructed.

## Why is site flagging required?

During review of your permit, staff typically will visit your project site to ensure that the project will be in compliance with King County Environmental and Zoning, Clearing and Grading, Building, Road Standards, and Surface Water Codes. It can be extremely difficult to determine where proposed development will be located, especially on completely undeveloped lots. By flagging your site, review staff will spend less time trying to locate your site and proposed development locations. We will have a more complete and accurate view of your development goals; therefore, we will be able to serve you more efficiently.

## How do I flag my site?

Begin by purchasing flagging material from a hardware or home improvement store. Small flags with thin metal posts (for cleared areas), wooden stakes, or stakes with survey tape (for non-cleared areas) work best for ground markers. Surveying tape works best for tying to trees. Next, label the flags (see below) and stake them in their respective locations on your site. Be sure to use a waterproof marker for your labels.

- **Property Corners:** Mark each property corner, and label the flag with the directional corner. Label examples include: Northern Property Corner (PC), Southwestern Prop Corner, E Prop C, NW PC. For large lots, additional flagging along the property lines will clarify actual property boundaries. If you are developing a small area within a large site, you may need only flag the project boundaries.
- **Access/driveway entry point(s) and driveway(s):** Clearly mark all new/proposed access point(s) to your site. Also flag along the entire proposed driveway(s) length - usually along the centerline of the driveway. Label the flags “driveway, north edge,” or “driveway CL”. In addition, create a site location sign for undeveloped lots. This sign should include the permit application number and site address (if known). This sign should be placed at the access point of the lot, and should be highly visible.

# Residential Site, Instructions Flagging a Site for Permit Applications, continued

- **Proposed structures:** Mark the corners of all proposed structures. The flag labels should indicate the structure (house, garage, etc.) and the directional corner. Label examples include: House, NE corner, SW Garage corner, Barn SE.
- **Private well:** If you are proposing to install a new well, flag the approved drilling location. You do not need to flag the radius. Label the flag “well site.”
- **Septic drainfield:** Mark the corners and/or boundaries of the existing and/or proposed drainfield location. The flag labels should read “drainfield.” In addition, mark the existing and/or proposed drainfield reserve location. Label these flags “reserve.”
- **Clearing:** Mark with flags or tape the proposed limits of vegetation removal/disturbance. The flags/tape should be continuous or spaced close enough to determine the limits of your proposal. Label the flags “limits or edge of clearing,” “clearing,” or “limits.”
- **Critical areas:** Flag or tape the boundaries of any possible and/or known (either mapped or surveyed) sensitive areas and/or their buffers. Label the flags accordingly; examples include “top slope,” “category 2 wetland buffer,” or “steep slope buffer”.

## Locating documentation

The information that property owners need to flag a site are generally is not available at the Permitting office. Resources include:

- Records earlier than 1973: Washington State, [Puget Sound Regional Archives Office](#) in Bellevue
- Older deeds may be available from a title company
- King County
  - Records and Licensing Services, [Archives](#)
  - Records and Licensing Services, [Recorder's Office](#)
  - [Department of Assessments](#)
  - [Interactive Mapping, iMap and Parcel Viewer](#)

## References

[King County Department of Local Services, Permitting Division](#)  
([www.KingCounty.gov/permits](http://www.KingCounty.gov/permits))

[Permitting office location and hours](#)

