Shoreline Permit Site Plan Requirements

Two types of Site Plans are required for a Shoreline Permit application.

- Building, Drainage and Critical Areas Site Plan
- Temporary Erosion and Sedimentation Control (TESC) Site Plan

Please use the Department of Local Services, Permitting Division (Permitting) Site Plan, Residential Templates (See Computer Aided Design (CAD) Templates and Data Sources). See page 3 for specific information and definitions per plan.

Provide site plans that clearly depict the site required elements. In some cases, you may need to make additional site plans. For example, a site plan rendering for a very large lot will not be able to show enough detail of the area to be developed. For large parcels, provide a site plan of two or more pages, the first page depicting the entire lot at a convenient engineering scale and additional pages depicting developed area(s) at a larger scale (for example 1" = 20' or 1" = 40').

Large and Complex v. Small and Simple Site Plans

We recognize development projects can range in size and complexity, and so will the level and sophistication of site plan submittals. Before preparing the site plans, carefully review the requirements for each review discipline to determine the requirements for your project. Depending on the level of review, your project may require licensed professionals to make site plans and/or reports. If a licensed professional is not required by a review discipline, we do accept hand-drawn site plans for small and simple projects. Hand-drawn site plan submittals must be properly scaled and contain all the required elements.

Site Plan Requirements

The Site Plan Requirements table below outlines the possible site plan requirements. Each project must include all applicable elements, but not any elements unrelated to your project.

Site Plan Examples and Templates

Site Plan examples and templates are available in PDF and DWF formats. Site Plans must be prepared for submittal as 11" x 17" documents. Electronic submittals must be unlocked PDF files. See Electronic Permit Plans Requirements under Computer Aided Design CAD Templates on the Permitting Forms page.

Continued

Shoreline Permit Site Plan Requirements, continued

Shoreline Permit Site Plan Requirements
Identification
Scale
North arrow and Legend (if needed)
Location and Dimensions
Easements and Restrictions
Existing vs. New Structures
Parking and Driveways
Sewer Connection **or** On-Site Sewer (Septic) System
Water Connection **or** Well Location with Well Radius
Elevations
Past Excavation, Filled Areas, or Cleared Areas
Existing and Proposed Contours
Survey Benchmark Location
Datum (see definitions listing below)
Impervious Surface Areas
Location of Drainage Features
Critical Areas
Temporary Erosion and Sediment Control (TESC) Measures
Construction Access
Proposed Drainage Facilities and Flow Control Best Management Practices (BMP's)
Driveway/Road Fire Access Improvements
Show the ordinary high-water mark of all water bodies located next to or within the boundary of the project. If the ordinary high-water mark is neither adjacent to nor within the boundary of the project, indicate the distance and direction to the nearest ordinary high-water mark of a shoreline.

Shoreline Permit Site Plan Requirements, continued

Shoreline Permit Site Plan Requirements
Where applicable, the 100-year floodplain and floodway of all water bodies located adjacent to or within the proposed development site
A general description of the vegetation communities on the site
Where applicable, include a plan any damage from the proposed project (aka mitigation plan)
Include a map that shows the property and proposed development or use to roads, utilities, existing developments and uses within at least 500 feet of the project boundaries
Maximum height of proposed structures, measured from existing topography.
For all variance applications, indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses

Site Plan Element Descriptions and Definitions

Identification – Permit number (if available), parcel number, and site address of subject property.

Scale - Engineering scale is required (the standard is 1” = 20’; however, any standard engineering scale that will accurately depict the property on the required size of paper is acceptable).

North arrow and legend

Location and dimensions - Show entire parcel with all property lines and building setback distances. Show and label any streets abutting the property.

Easements and Restrictions – Show all easements, including critical area tracts, critical area setback areas, or Native Growth Protection Easements. Include any plat or short plat restrictions and easements.

Existing vs. New Structures - Show all structures on the property and clearly indicate existing and new areas. Structures include all buildings, porches, decks, retaining walls, rockeries, and roof overhangs. Also, show all points of entry to the structure, including front or rear doors and garage doors. Identify existing buildings to remain, any scheduled for demolition, and any scheduled for removal.

Parking and Driveway(s) - The driveway must be indicated and dimensioned, from the street to the garage or parking area. Also, indicate the surface type of the driveway, such as gravel, asphalt, concrete, etc.

Sewer Connection or On-Site Sewer (Septic) System - For sites that are connecting to a public sewer system, show the routing of the sewage pipe from the residence (or other structures with plumbing) to the connection with the public sewer main.

For sites with on-site septic systems, show the location of the septic tanks, routing of sewer pipes, primary drain field, and reserve drain field areas. The location of septic system elements must be identical to the location approved by the Seattle – King County Public Health Department septic design application. If the site plan does not match the approved septic application, a revised septic design application approval from Public Health will be required *before the shoreline permit review can begin*.

Water Connection or Well Location with Well Radius – For sites that are connecting to a public water system, show the routing of the water line from the watermain connection to the residence or structure.

For sites that are connecting to either an existing or proposed well, provide the well location and the required protective well radius (standard is 100' well radius, unless otherwise approved by Public Health, Environmental Health Services).

Elevations – Show parcel corner elevations of the property. Specify the finished floor elevation of the first floor of the building, garage finished floor elevation, and if applicable the basement finished floor elevation. For retaining walls or rockeries, give callouts for both the top and bottom of wall elevations.

Past Excavation, Filled Areas, or Cleared Areas - Indicate depth of cut/fill. Show existing and proposed clearing limits.

Existing and Proposed Contours - Show existing and proposed contours at 2-foot intervals. For very flat sites (less than 2% slope), spot grade elevation callouts may be used at the edges of pavement, structures or grading to show how the grade will slope.

For sites with slopes steeper than 15%, 5-foot contour intervals may be used. King County iMap does provide existing 5-foot contours; however, these contours are a very rough approximation and may not match the actual existing grade of the site. If using iMap, contours should be revised as necessary to match the actual conditions of the site. Note that the proposed contours or grade transitions around buildings shown on the site plans must match the building elevation profiles shown within the architectural or foundation building plan set.

Survey Benchmark Location – Location of permanent survey marker indicating elevation and serving as a reference for the topographic survey if provided.

Datum - Provide vertical datum reference used for elevations reference, for example: NAVD88, NGVD29, or King County iMap.

Shoreline Permit Site Plan Requirements, continued

Impervious Surface Areas – Delineate new, replaced and/or removed impervious areas. Include square feet for each.

Location of Drainage Features - Location of all existing and proposed drainage features and infrastructure, including, but not limited to, ditches, swales, drainage pipes, and other related features.

Critical Areas - Delineation of all steep slope hazard areas, landslide hazard areas, wetlands, streams, rivers, lakes, ponds, areas of saturated ground, wildlife habitat conservation areas and corridors, coal mines hazard areas, and all associated buffers and building setback lines.

Temporary Erosion and Sediment Control (TESC) Measures - Location of silt fences, straw wattles, stockpile areas, and other erosion and sediment control measures required during construction.

Construction Access – Show construction access location to the site and provide temporary construction entrance as necessary.

Proposed Drainage Facilities and Flow Control Best Management Practices (BMP's) – If required per the King County Surface Water Design Manual (KCSWDM). Show location, and clearly indicate type of Flow Control BMP being used (such as Full Dispersion, or Limited Infiltration, etc.). If Full Dispersion BMPs are proposed, then clearly outline the area on the overall site plan for the required Native Growth Retention Area (NGRA).

Give size and/or required volume, length of flowpath segments and the applicable standard details for each of the Flow Control BMPs from the KCSWDM on the site plans. Show proposed downspout locations, catch basins, yard drains and storm drainage pipe that sent to each of the Flow Control BMPs.

Driveway/Road Fire Access Improvements – Show any changes to existing driveways and roads needed to meet fire access requirements.

Ordinary High-Water Mark - The ordinary high-water mark is the spot you can see on the bed and banks of a stream, lake, pond, or tidal water where the water has been common enough over time to change the vegetation on the soil from the abutting upland.

- If you can't find this mark, use the line of mean high water for areas near freshwater or the mean higher high tide for areas next to saltwater.
- If neither can be found, use the top of the channel bank.
- In braided channels and alluvial fans, the ordinary high-water mark or line of mean high-water includes the entire water or stream feature.

Floodplain/Floodway - Show the 100-year floodplain and applicable floodway of any aquatic area, wetland, or closed depression located within or next to the site, as determined by FEMA maps or floodplain studies in accordance with the KCSWDM, as applicable.

Shoreline Permit Site Plan Requirements, continued

Vegetation Communities – Identify plant communities on site such as forest, shrub, emergent, aquatic, lawn, landscaping, pasture, etc.

Mitigation Plan – Show proposed on-site mitigation for project impact to shorelines and critical areas.

Vicinity Map – Show the relationship of the property and proposed development to roads, utilities, existing developments and uses within at least 500 feet of the project boundaries.

Height of Structures - Height is measured from average grade level to the highest point of a structure.

Variance Additional Information - indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses.

References

Department of Local Services, Permitting Division

- Computer Aided Design (CAD) Templates and Data Resources
- Property research and maps

Department of Natural Resources and Parks (DNRP):

- King County Surface Water Design Manual (KCSWDM)
- Green Building Handbook

Seattle & King County Public Health, Environmental Health Services

- Wells, Septic, Plumbing, and Gas Piping
- On-Site Sewage System (OSS) record drawings