



#2 – SITE PLAN REQUIREMENTS

Overview

This is the first step in the Building Process. All site plans shall be clearly and accurately drawn to scale on paper a minimum of 8 1/2" x 11" and a maximum of 11" x 17", and shall contain the Site Plan Checklist as shown in Figure 1. The site plan must be drawn to a minimum of 1/8" scale.

General Property Information:

Property Information

Identify the name and address of the property owner.

Property Lines

Indicate the locations and dimensions of all property lines (dimensions of lot). Include front, rear and sideyard setbacks.

Reference Elevations

Indicate the relative elevation of all property corners, drainage systems and building floors. Use an established reference point, plumbing stub-out or first floor level as a reference point. All residential dwelling units within the flood zone are required to have the floor elevation set by a licensed surveyor and a flood elevation certificate provided **PRIOR** to the issuance of the Certificate of Occupancy.

Steep Slopes and Cut Banks

Indicate the locations and grades for all slopes greater than 15%, as well as all cut banks that exceed 4' in height.

North Arrow

Indicate the property's orientation

Surface Waters

Indicate all surface water bodies, including and lakes and ponds, along with their associated shorelines, and their required setbacks.

Streams, Creeks and Wetlands

Indicate all surface water features such as streams, creeks, and wetlands, including their associated buffer areas and required setbacks

Show all Existing Property Improvements:

Structures and/or Building Envelopes

Indicate the number of bedrooms for each residence, as well as the location and dimensions of all existing structures and their required setbacks from the property lines and other structures to include those to be demolished

On-Site Sewage System (OSS) Components

Indicate the location of all existing OSS components, including septic tanks, pump tanks, pre-treatment units, primary drainfields and reserve drainfields (*If applicable*). Indicate the direction and degree of slopes of all primary and reserve drainfield areas, and identify the 10-foot "no build" zones surrounding them; include at least two reference distances to property lines.

Storm/Surface Water Drainage Systems

Indicate the location and dimensions of all existing infiltration systems, stormwater ponds, drainage ditches and below grade pipes.

Roads, Driveways, Parking Areas and Sidewalks

Indicate the location of all abutting roads, and the location and dimensions of all existing driveways, parking areas and sidewalks.

Easements, Buffers, and Open Spaces

Indicate the location and dimensions of all easements, buffers and open spaces in relation to property lines, structures and OSS components.

Show All Proposed Property Improvements

Structures and/or Building Envelopes

Indicate the location, dimensions, and clearing limits of all proposed structures and/or building envelopes in relation to property lines, other structures, easements, wells, and OSS components. Include all required setbacks from property lines and other structures.

On-Site Sewage System (OSS) Components

Indicate the location and dimensions of all proposed OSS components, including septic tanks, pump tanks, pre-treatment units, primary drainfields and reserve drainfields (*If applicable*). Indicate the direction and degree of slopes of the primary and reserve drainfield areas, and identify the 10-foot “no-build” zones surrounding them include at least two reference distances to property lines.

Storm/Surface water Drainage Systems

Indicate the location and dimensions of all proposed infiltration systems, stormwater ponds, drainage ditches, below grade pipes and easements.

Roads, driveways, Parking Areas and Sidewalks

Indicate the location, dimensions, surfacing materials, and clearing limits of all proposed roads, driveways, parking areas, sidewalks and easements.

Water and Utility Lines

Indicate the location of all proposed water lines, sewer lines, and utility lines.

Questions?

If you have any questions regarding these Site Plan requirements, please contact the City of Cosmopolis Building Official at (360) 532-9230 or at City Hall, 1300 First St.

Figure 1: Site Plan Requirements Checklist		
All site plans shall be clearly and accurately drawn to a minimum of 1/8" scale and must indicate all of the following information. For each item below, mark either "Shown" or N/A" as appropriate for your project. This checklist must be completed and included on all site plans. Any site plan without this checklist will be rejected and returned to the applicant for correction.		
Shown	N/A	Parcel Number
A General Information:		
<input type="checkbox"/>		Tax ID Number and Property Address
<input type="checkbox"/>		Property Lines and Dimensions
<input type="checkbox"/>		Elevations of property and the direction of natural drainage
<input type="checkbox"/>		Slopes that exceed 15%, including any cut banks greater than 4' in height
<input type="checkbox"/>		North arrow and site plan scale
<input type="checkbox"/>	<input type="checkbox"/>	Ponds and their associated high water lines
<input type="checkbox"/>	<input type="checkbox"/>	Streams, creeks & wetlands and their associated buffer areas
B Existing Property Improvements		
<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing structures
<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing drainfields, including the 10' "No-Build Zone"
<input type="checkbox"/>	<input type="checkbox"/>	Location of existing drainage facilities, including all sub-surface infiltration systems
<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing and abutting roadways, driveways, easements, buffers and required open spaces
<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing water, sewer, and utility lines
C Proposed Property Improvements		
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all proposed structures or building envelopes in relation to property lines, other structures, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Location of all proposed septic tanks, pump tanks, pre-treatment units, and drainfields, including the 10' "No-Build Zone"
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all proposed drainage and infiltration systems
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimensions, surfacing materials, and clearing limits of all proposed parking areas, driveways, sidewalks, and road approaches
<input type="checkbox"/>	<input type="checkbox"/>	Location of all proposed water, sewer and utility lines