



Department of Community Development Site Plan Requirements Checklist

All site plans shall be clearly and accurately drawn to scale on paper no larger than 8.5" x 11" and must indicate, at minimum, all of the information listed below. For ease of drawing the site plan, use the graph paper provided on the back of this checklist. For each item, mark either "shown" or "N/A" as appropriate for your project.

Property Address: _____

| Shown | N/A | |
|-------|-----|---|
| | | Property lines, including dimensions. |
| | | Elevations of property and direction of natural drainage. |
| | | North arrow and site plan scale. |
| | | Location and dimensions of all roads, driveways, parking areas and bodies of water (rivers, lakes, ponds, etc.). |
| | | Locations and dimensions of all existing structures on the property. |
| | | Location and dimensions of all proposed structures in relation to property lines, other structures, septic systems, easements, etc. |
| | | Minimum zoning setbacks shown. |
| | | Location and dimensions of all wells, septic systems (septic tanks, drainfields *primary & reserve*). <i>Benton-Franklin Health Dept. approval <u>MUST</u> be included for all properties connected to an on-site septic system.</i> |
| | | Location and dimensions of all utilities, fire hydrants and easements. The type of utility and/or easement shall be indicated. |

- ❖ ***Failure to submit an adequate site plan will result in the application being returned to the applicant for correction or the project being placed on "HOLD" until all required items have been clearly indicated.***



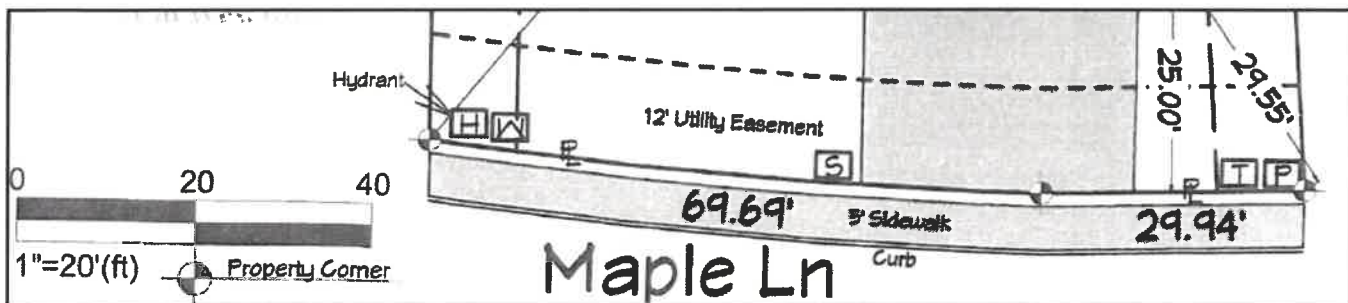
3100 Belmont Blvd, West Richland WA, 99353
Community Development Department (509) 967-5902

ATTENTION

Since January 1, 2017, the City of West Richland's Residential Building Permit Checklist has indicated the item to be shown on a site plan. However, many important items are still not being shown. As a result:

EFFECTIVE IMMEDIATELY, All site plans submitted to the City of West Richland for new construction projects will be required to show the locations of all existing and proposed utilities and structures that are in the front yard easement, incl. corner lots at minimum to minimize conflicts with driveway approaches. These include but are not limited to:
*Fire hydrants *Street lights *Sewer stubs *Water meter boxes *Water air relief valves*
Electrical vaults/transformers *Cable and Telephone vaults and/or pedestals *Mailbox clusters * Traffic signs *Conduit stubs.

Below is an example site plan depicting some elements of what is required to be shown, when present on the frontage. Failure to label these items will result in building permit applications not being accepted and/or delays when they are rejected as incomplete.



The City appreciates your cooperation with this issue as the lack of information has contributed to conflicts with driveway approaches centered on utility pedestals or non-traffic rated water meter boxes as two examples. Questions regarding site plan requirements should be directed to the Community Development Department (509) 967-5902.

1234 Sample Street

North



100'

10' Utility Easement

Driveway

25'

35'

Existing Single Family Residence

1234 Sample Street

30'

8'

Proposed 10' x 16'
Covered Patio

Septic Tank

5'

6'

12'

35'

Reserve
Area

10' x 35'

35'

Existing
16' x 16'
Shed

10'

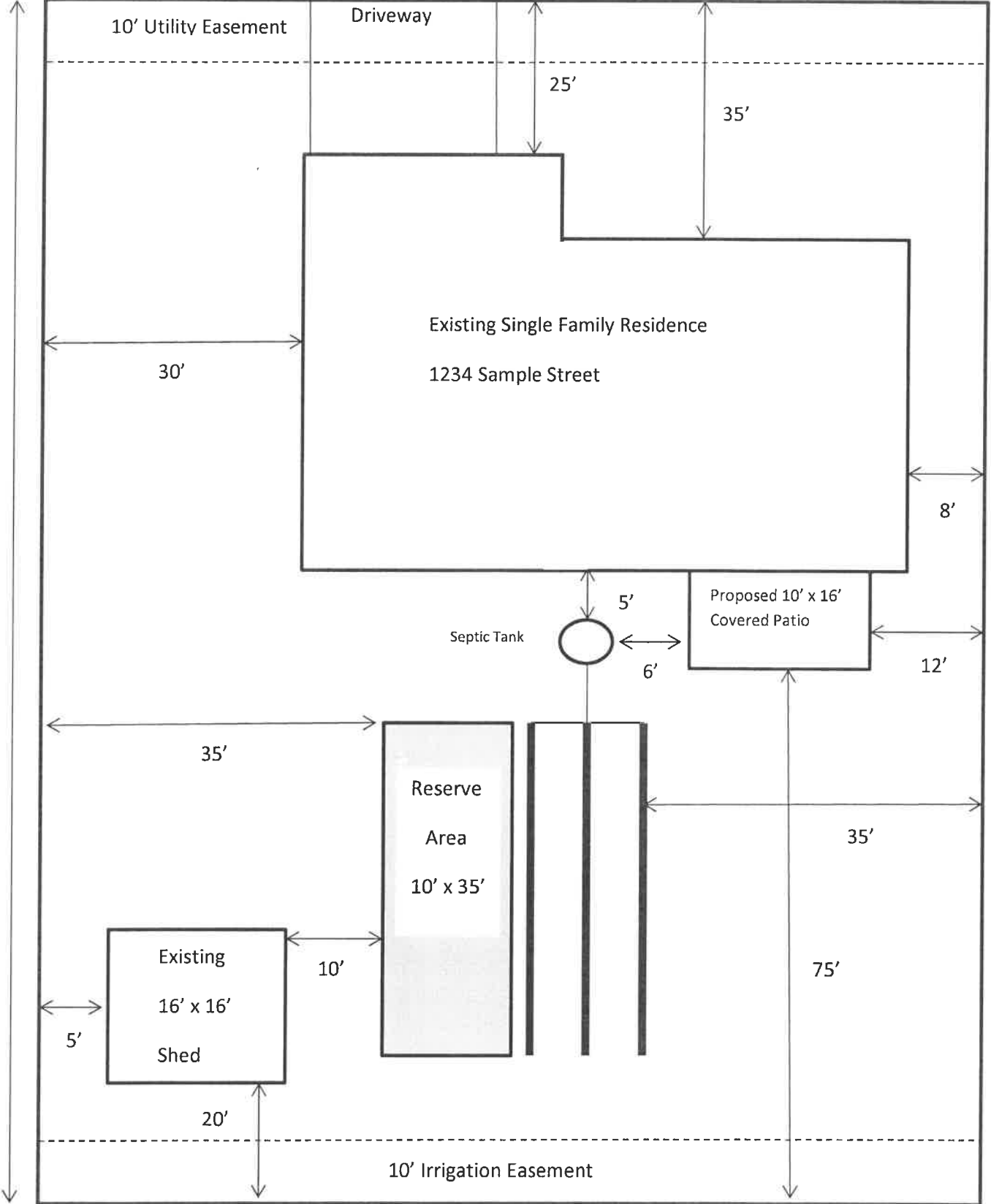
5'

20'

75'

10' Irrigation Easement

150'



1 square = 5 feet

1:20 scale

Site Plan

Address: _____

