



Site Plan Requirements

BB-10

BULLETIN

Community Development Department

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The site plan or plot plan is a graphical presentation of an entire lot as seen from an aerial view. This site plan will be used by City of Ellensburg Community Development Department, Public Works Department and Energy Services Department to check many things that are critical for the issuance of a building permit, including: setbacks, easements, driveway and parking lot, utility locations, lot coverage, street frontage improvements and critical areas. One (1) copy of the site plan are required for residential building permit applications and one (1) copy for Commercial or Multi-Family building permit applications. (See the example drawing on the back of this Bulletin).

The Following List Identifies The Graphical Notes and Text Required On the Site Plan:

- **Scale & North arrow** - Scale is required. Minimum scale 1" = 20'. The site plan must give dimensions for the property and show the entire lot without broken property lines. For large parcels, draw a two-page site plan, the first page depicting the entire lot at a convenient scale and the second page depicting an enlargement of the developed area at 1" = 20' scale. North arrow to be included on the site plan.
- **Proposed and/or Existing Structure(s) and/or Tank(s) with Dimensions** - Show location(s) and dimensions of all existing and proposed buildings, structures, uses and distances to property lines, setbacks, easements and to other buildings on the lot. Structures include all buildings, porches, decks, retaining walls, rockeries, and above ground and underground tanks. Identify existing buildings to remain and those scheduled for demolition or removal.
- **Lot Lines, Setbacks, and Easements with Dimensions** - Show all property lines, building setback lines, applicable plat or short plat restrictions and easements. Show dimensions of property lines, setbacks and easements and distances of all existing and new buildings to property lines, setbacks and easements. Easements may include utility, drainage, access and/or irrigation easements. Documentation of easements(s) may be required. A survey may be required.
- **Utilities** – Show the location of all existing, new and/or abandoned utilities. Indicate existing and/or new location(s) of overhead and/or underground electrical power lines and gas piping lines and meter location(s) on the building(s). Indicate existing and/or new location(s) of both water and sewer lines and entrance/ exit locations on the building(s).
- **Critical Areas** – All Critical Areas should be indicated on the site plan including: ponds, streams, irrigation laterals and ditches, wetlands, flood hazard areas/boundaries, erosions hazard areas, and steep slopes. Show the name of the body of water (if applicable). Show distances to abutting structures. Show slopes with contour lines.
- **Location of Existing and/or Proposed Access Point(s)** - This includes streets, access easements, alleys, cul-de-sacs, and joint use driveways. Show garage setback distance from property line. Show driveway location and dimension driveway width. Show all required parking and layout. Show ADA parking and travel paths and signage.
- **Fence Location & Height** – Show the location of fences on the property and height of fences.
- **Civil Drawings and Stormwater** – All new Commercial and Multi-Family projects will require full engineered civil drawings and some remodel and/or addition projects may require engineered civil drawings. The civil drawings may include all of the "site plan" requirements but a separate site plan is allowed. Where on-site stormwater retention is required, show location of and dimension size of stormwater retention facilities. Contact the Public Works Department for questions about civil drawing and stormwater retention requirements at (509) 962-7230.

