



WASHINGTON COUNTY

Dept. of Land Use & Transportation
Planning and Development Services
Current Planning
155 N. 1st Avenue, #350-13
Hillsboro, OR 97124
Ph. (503) 846-8761 Fax (503) 846-2908
<http://www.co.washington.or.us>

Please note: Incomplete plans will be returned to the applicant and will delay review.

Please contact Current Planning at (503) 846-8761 with questions.

Site Plan Checklist (Urban Properties)

The Washington County Community Development Code may be referenced online at:
https://library.municode.com/or/washington_county/codes/community_development_code

TWO copies of a site plan must be reviewed and approved by Current Planning prior to obtaining a building permit. All site plans shall be legible and drawn to a measurable scale (to show the entire property) on 11" x 17" sized paper (for depiction of detail and archive/scanning purposes).

➤ **Site Plan Elements.**

- Size the drawing to fit on 11" x 17" sized paper at a measurable (and legible) scale.
- Show the boundary line of the entire site with dimensions according to recorded documents (plat) Indicate a North arrow.
- Provide the legal description (tax map and parcel number or recorded plat name/lot number) .
- Provide an assigned address (from the Survey Division).
- Provide approved land use casefile number.
- Show foundation and parcel corner elevations with contours at 2-foot intervals.
- Show all recorded easements (contact Assessment & Taxation or a Title Company to confirm), or state "No easements exist on this property."
- Show curb, sidewalk, planter strip, storm drains & private streets as approved on engineered plans.
- Show street trees: average 1 tree per 35' lineal feet of frontage (see Street Tree handout).
- Show existing/proposed driveway approaches.
- Show utility lines, poles, boxes & vaults. Show sewer or septic lines.
- Show water lines, meters, wells, fire hydrants and mailboxes.

➤ **Setbacks & Dimensions.** Clearly indicate and dimension all setbacks. *All setbacks shall comply with the site's land use district setback minimums and CDC §418-1 (obstruction in required yards) and §418- 2 (additional setbacks required for future right-of-way). Setbacks are measured from the property line, sidewalk, or easement for public travel, whichever is closer to the building line.*

- State the land use district (zoning) with a list of minimum setback requirements specific to the subject parcel. Include any modifications approved through a land use process.
- Show all existing and proposed structures.
- Show/provide setback dimensions for cantilevered floors, decks, stairs, covered porches/patios.
- Provide maximum building height on the elevations sheet. The vertical distance measured from adjoining curb level to the mean height level between the eaves and edge of a gable, hip or gambrel roof; provided however, that where buildings are set back more than the required setback from the street line the height of the building shall be measured from the (average) building grade. CDC 106-101.1.
- Show retaining walls and fences (may be subject to separate review and permits).
- Show/provide setback dimensions to open balconies, bay windows, chimneys, recessed elements.
- Provide screening & buffering or indicate & dimension required outdoor yard area (when applicable).
- Show & dimension eaves, cornices, belt courses, sills, canopies or other similar architectural features to encroach no more than 2 inches per foot of setback into a required side yard, and not more than 30 inches into a front or rear yard per CDC §418-1.

➤ **Unique Elements.** When applicable, state on both the site plan and the elevations sheet:

- Provide North Bethany Subarea Special Frontage Category requirements.
- Provide North Bethany Subarea Planned Development Standards CDC §390-17 Provide North Bethany Subarea Building Design & Variety CDC §390-20.
- Provide other façade standards (i.e. Transit Corridors and Transit Oriented Districts).

NOTE: For new single family residential dwellings, a Right-of-Way Permit for access will be initiated at the time of building permit submittal. For other permit types, or to comply with conditions of approval for a prior land use action, please coordinate a ROW Permit packet with the Operations Division at 503-846-7623.