COLUMBIA COUNTY

ST. HELENS, OR 97051

# HOW TO PREPARE YOUR SITE PLAN

**The #1 reason for delays in approving permit applications is incomplete Site Plans. Please refer to checklist inside.**

A site plan is needed to review your development proposal for zoning, addressing, sanitation, and building requirements. Producing a complete site plan will take a little time, but time spent now will speed up your application process later.

YOUR SITE PLAN MUST BE ON AN 11" X 17" SHEET OF PAPER.

(No blue print stock)

• Please, use the blank form provided in this guide •

## Five Tips Before You Start

### 1. Talk to a Planner

Prior to submitting a development application, meet with a planner to discuss potential land use issues and required setbacks. Planners are available from 8:30 am to 5:00 pm Monday thru Friday, or you can call (503) 397-1501.

### 2. Check Your Records

To help you create your site plan, get a copy of the Assessor's tax map that shows your property configuration, as well as other sources of information such as aerial photos, deed and title records, an appraiser's report, or surveys.

### 3. Tools You Will Need

Before beginning, you will need an engineer's scale, for measuring distances, scaling your site plan and to serve as a straightedge. An engineer's scale can be purchased at an office supply store. Use a pencil or pen.

### 4. Draw to a Scale Divisible by 10

A uniform drawing scale is important to accurately display how various elements of your development proposal fit together.

- An example of a drawing scale is 1"=50'- in other words, every 50' on your property will equal 1" on your site plan. This will allow you to measure distances on your property and draw them proportionally on your site plan. You MUST use a Standard Engineer Scale—i.e. 1" = 10', 20', 30', 40', 50', 60' or 100'. See Option 1 and Option 2 inside this guide for samples of site plans with drawing scales.

### 5. Keep a Copy

Once your site plan drawings are complete, make a copy of them for your personal records.

- You can use the same site plan each time you apply for new development projects.

# SITE PLAN CHECKLIST

**FAILURE TO INCLUDE ALL INFORMATION IN THIS CHECKLIST WILL RESULT IN A DELAY OF YOUR BUILDING PERMIT.**

Your Site Plan will be reviewed for acceptance using the following requirements. This information is REQUIRED to process your permit application. Your attention to these details will keep your permit moving through the processing steps. Please verify that your site plan contains each of the elements listed below. Thank you for your cooperation.

## CHECKLIST

**General Information**

1. ☐ Owner's name, address and phone number
2. ☐ Assessor's map and tax lot number
3. ☐ North arrow
4. ☐ Scale – Standard Engineer Scale (ie. 1" = 10', 20', 30', 40', 50', 60'
   1" = 100', 200', 300', 400')
5. ☐ Accurate shape and dimensions of parcel or development site
6. ☐ Lengths of **all** property lines
7. ☐ All natural features on the entire property *and/or within 150' of the development site even if the features are located on a neighboring property.*
   **Natural features include: creeks, rivers, ponds, lakes, wetlands, ravines and slopes over 25%**
8. ☐ Public and private roads or access easement locations – including road names
9. ☐ Driveway location and parking areas – including the distance from at least one property line to the intersection of the driveway and the road (apron area)
10. ☐ Indicate the distance between the existing or proposed driveway to the neighboring driveways

**Proposed Structures**

11. ☐ Distance of the proposed structure from the centerline of the road (right-of-way)
12. ☐ Distance of the proposed structure from two property lines (e.g. north/east, south/west)
13. ☐ Distance of the proposed structure from the septic system (tank, lines and replacement area)
14. ☐ Distance of the proposed structure from adjacent structures
15. ☐ Distance of the proposed structure from all natural features described in item 7, above

**Existing Structures**

16. ☐ Clearly label all structures on the property and indicate if structures are proposed or to be removed
    **Structures include: all commercial and non-commercial buildings, dwellings, shops, barns, equine facilities, sheds, propane tanks, pump houses, etc.**
17. ☐ Location and dimensions of all structures and distances of each to property lines

**Septic Systems**

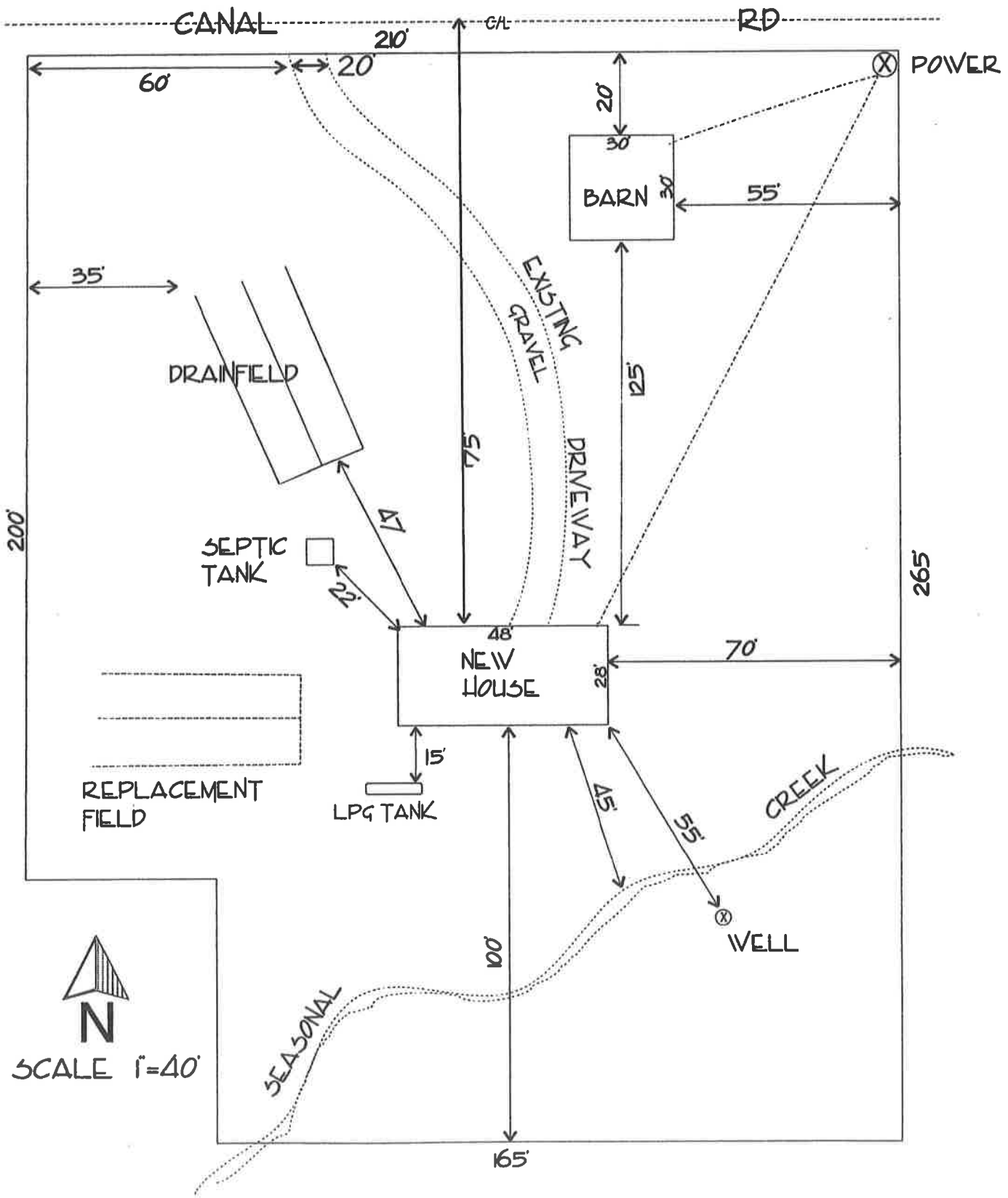
18. ☐ Location of septic tank, drop box, sewer line, drainfield and replacement drainfield
19. ☐ Distances of septic tank, drainfield and replacement drainfield from structures and property lines
20. ☐ Location of wells (or source of water) and distances to drainfield and dwellings

Permit # _____
Project Location _____
Planner _____
Permit Tech _____
Date _____

## OPTION 1:

For most parcels of land, use the following sample. If you cannot fit your parcel on the 11"x 17" form provided using a maximum scale of 1"= 100' , use option 2 .

**John Farmer (555)555-5555**
**12345 Canal Rd**
**6500-B0-00100**



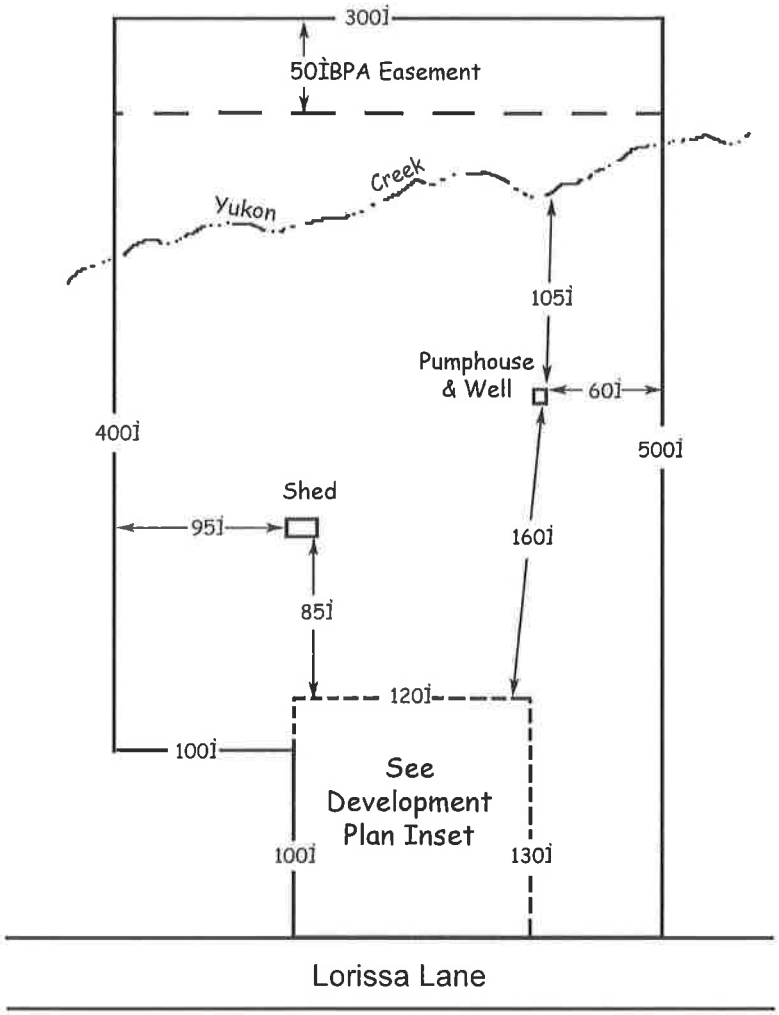
## Option 2:

If you have a large property, you may submit a parcel plan showing an inset of your development area.

**Site Plan**

N

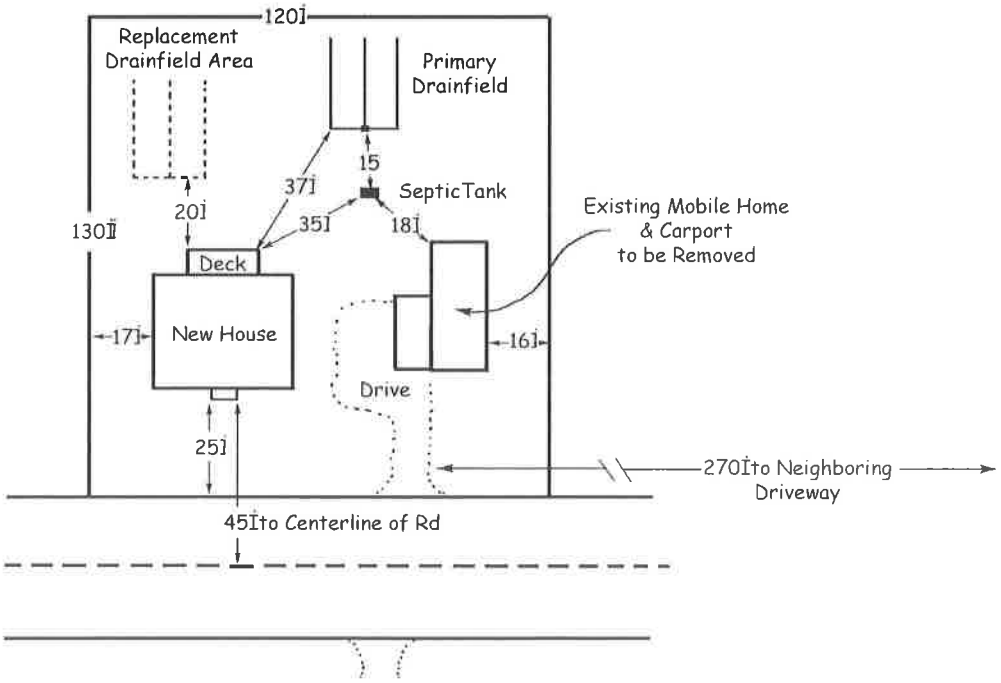
1" = 100'




**Development Plan Inset**

N

1" = 50'



# Calculating Slope

The slope of property is used when applying code requirements. It will also help you determine foundation wall heights, fill and grade quantities and other information for your property. Slope is defined in several ways (degrees, rise/run, and percent). Accurately determining the slope of your property is key to getting the proper information on any requirements that may or may not apply to your project.

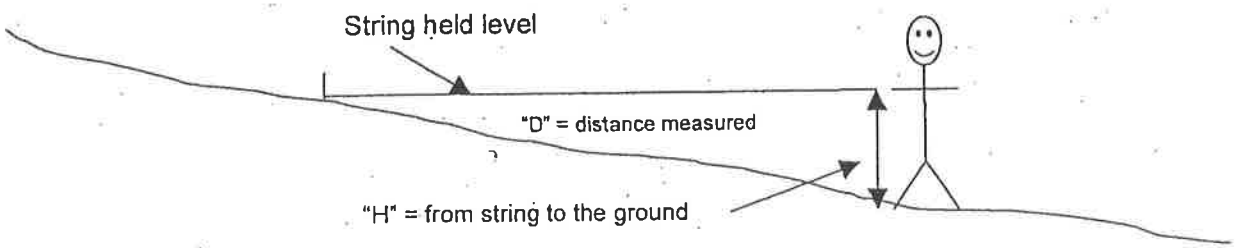
## How to calculate the slope on your property.

First gather the items you will need:

- A tape measure: at least 50' if possible
- Some string, stakes and a hammer
- A string level
- A helper

## Measuring Slope.

- Find the uphill spot where any development will occur on the property.
- Drive a stake in the ground to mark this spot, and measure downhill, across the slope 50' to 100'.
- Place a second stake at that location.
- Tie the string to the first stake and stretch it to the second stake.
- Have your helper place the string level on the string somewhere near the center.
- You will need to tighten and raise the string until the string is level.
- While holding the string in that position, have your helper measure the distance between the string and the ground at the location of your second stake.




## Calculating Slope.

Convert your dimensions (H and D) to the same dimension (inches or feet).

Calculate the slope using the following formula: X 100 = slope in percent.

Use the chart on the back of this form to convert your calculated slope into degrees or rise / run.

# SITE PLAN SUBMITTAL FORM

| OWNER NAME: _____<br>PHONE # _____<br>ADDRESS: _____<br>_____<br>_____ | Map and Taxlot #: _____<br><br>Scale: _____ | APPLICANT NAME: _____<br>PHONE # _____<br>ADDRESS: _____<br>_____<br>_____ |
|---|---|---|

**NOTICE: The applicant is ultimately responsible for completing new work in accordance with this site plan once approved. Approval of construction inspections shall not be construed as approval of work not in accordance with this site plan. Work that deviates from this site plan shall be formally documented and approved through submission of a site plan amendment prior to commencing such work.**

**Indicate which direction is north with an arrow**