Many different permits require a site plan (sometimes called a “plot plan”), which is a detailed and accurate map of the subject property. To avoid delays in the review and approval of your project, a complete and accurate site plan drawn to scale is required. A complete site plan will include all the site features and information listed below (depending on your site and scope of project, of course). Assume all items are required unless they are not applicable (N/A) or not relevant to your project or project site.

**Property information**, including relevant zoning code, topography, site features, etc., for your property may be obtained from [maps.kirklandwa.gov](http://maps.kirklandwa.gov).

The last page includes a sample site plan, showing a majority of the items listed below.

### GENERAL SITE FEATURES AND INFORMATION

Whenever new construction or exterior work is proposed, it is important to identify the piece of property where the work is to occur, the relationship of that work to nearby properties and streets, and the scope of the work that is to occur. It is recommended that the site plan be prepared by a licensed professional.

<table>
<thead>
<tr>
<th>Required</th>
<th>N/A</th>
</tr>
</thead>
</table>

- **The property owner's name**, the assessor's **parcel number** and the site's **address**.
- A **North arrow** indicating the direction North.
- The map **scale**. A scale of 1”=10' is typical, but others may be acceptable.
- All **property lines**, **easements** (utilities, access, etc.), and **site dimensions** including bearings and distances.
- The **dimensions** between buildings, and from buildings (including overhangs and projections) to all property lines.
- Label **structures to be demolished**, such as detached garage, shed, single family house.
- The locations and square footage of all existing and/or proposed **driveways, walkways, decks, patios and other impervious surfaces**, indicating surface materials and dimensions.
- Clear **distinction** between any **existing** and **proposed** buildings or site features.
- All **streets** and **alleys**, with **street names**. Note the nearest cross street.
- The **location, dimensions** and **square footages** of all **existing** and **proposed** buildings.
- The **use** of each building or area (garage, residence, ADU, shop, shed, etc.). Include retaining walls, rockeries, and the like.
- **Finished grades**, any **steep slopes** (15% or greater) and/or **fill areas**.
- The **height** of fences, decks, retaining walls, rockeries and other similar elements.
- **Finished floor elevations**, including garage floor.
- If a geotechnical report has been provided, ensure any relevant **geotechnical recommendations** are clearly shown, such as identified landslide areas and buffers.
PLANNING SITE FEATURES AND INFORMATION

Whenever new construction or exterior work is proposed, certain information must be provided to ensure that the Kirkland Zoning Code requirements are being met.

Required yards. Front, side, and rear yards (setbacks) shall be measured from the property lines or vehicular access easements.

Existing topography of site (extending 10' beyond property lines) shown with 2-foot contour intervals in relation to a benchmark within the adjacent public right-of-way. Also show said benchmark, which can be a sewer manhole cover or other fixed point approved by the Planning Department.

Creeks, streams, ponds, lakes, or wetlands on or within 100' of the subject property. If the Planning Official determines that the building site is in an environmentally sensitive area, additional information will be required (e.g., soils report, environmental checklist, hold harmless agreement, special inspection, etc.).

Required Average Building Elevation (ABE) information, including existing ground elevations at midpoints of wall segments, average building elevation calculations, and benchmark elevations. If provided on a separate sheet, indicate which sheet.

Lot coverage (area of impervious surfaces) and supporting calculations. Provide separate subtotals for buildings, driveways/parking areas, and walkways/patios. Identify existing, proposed, and replaced impervious surfaces.

Floor Area Ratio (FAR) calculations shall be provided by structure (garage, house, shed, etc.) and area (in square feet) by floor (basement, 1st Floor, 2nd floor, attic) of existing and proposed structures.

Tree Retention Plan. The site plan must include all required items from the applicable Tree Retention Plan (Major or Minor). Applicant should contact the Department of Planning and Community Development at 425-587-3225 with questions or to determine what tree retention plan necessary for the project.

Shoreline Master Program (SMP) Standards for parcels within the shoreline jurisdiction.

Landscape Plan requirements shall be provided for two-family dwellings and townhouses.

PUBLIC WORKS SITE FEATURES AND INFORMATION

Public rights-of-way, storm drainage, sanitary sewer, water supply, and land surface conditions can all be affected when new construction or modifications to existing buildings occur. The Public Works Department must ensure that proposed work has taken all these items into consideration. See Public Works Policy G-7.

Locations of existing or proposed utilities such as water, sewer, electricity, gas, storm drainage, septic tanks, other underground storage tanks, drainfields and reserve drainfield areas, etc., and where they will connect to the public system in the right-of-way.

Erosion and Sedimentation Control (ESC) plan which includes both a site plan and a narrative report. Requirements of small site ESC Plans are located in Appendix D of the 2009 King County Surface Water Design Manual, and are available at the PW Counter.

Existing improvements within the right-of-way showing sidewalks, curb or curb and gutter, storm drain pipe, catch basin, trees, and overhead and underground utility lines and power poles.

All surface water (creeks, streams, ponds, wetland, etc.) within 100 feet of the property.
SAMPLE SITE PLAN

SITE PLAN

SITE INFO

APN:
LEGAL:
ZONING: R8X7.2

IMPERVIOUS AREA

HOME ADDITION ROOF AREA = 1770 SF
DECK/DECK= 470 SF
LOT AREA = 1720 SF
33.4% SF = 571

F.A.R. CALC

LIVING AREA ADDITION = 1710 SF
GARAGE = 440 SF
2150 SF = 30%

PROPOSED ADDITION

PROPOSED DIP THROUGH DECK (15 AB. GRADE)

NOTE: NO SATE VENTS PERMITTED

CONNECT ADDITION'S DOWNSPOUTS TO EXISTING STORM SYSTEM. DO NOT "REPLASH BLOCK" TOWARDS ADJACENT PROPERTIES.