

Site Plan Requirements



Many different permits require a site plan (sometimes called a "plot plan"), which is a detailed and accurate depiction 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.

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

General Site Plan Features & 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. The site plan must be stamped by a professional engineer licensed in the State of Washington if the permit is related to a subdivision.

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

Site Plan Requirements



For Planning Review

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 | N/A |
|---|--------------------------|--------------------------|
| Required yards. Front, side, and rear yards (setbacks) shall be measured from the property lines or vehicular access easements. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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.). | <input type="checkbox"/> | <input type="checkbox"/> |
| Relevant 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| Shoreline Master Program (SMP) Standards for parcels within the shoreline jurisdiction. | <input type="checkbox"/> | <input type="checkbox"/> |
| Landscape Plan requirements shall be provided for two-family dwellings and townhouses. | <input type="checkbox"/> | <input type="checkbox"/> |

For Public Works Review

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.

| | Required | N/A |
|--|--------------------------|--------------------------|
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |

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| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| All surface water (creeks, streams, ponds, wetland, etc.) within 100 feet of the property. | <input type="checkbox"/> | <input type="checkbox"/> |

Sample Site Plan

