



## SITE PLAN CHECKLIST

**FAILURE TO INCLUDE ALL APPLICABLE 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. Refer to the example on the back of this sheet. Thank you for your cooperation.

<b>GENERAL INFORMATION</b>	
<input type="checkbox"/> Owner's name, address, and contact info.	<input type="checkbox"/> Lengths of all property lines
<input type="checkbox"/> Map and Tax lot number and address of parcel (if addressed)	<input type="checkbox"/> Indicate direction and percent of slope (elevation change) of building site. Existing and proposed contour lines at 5 ft intervals
<input type="checkbox"/> Name of street/road and names of intersecting streets/roads	<input type="checkbox"/> Identify any erosion or landslide areas as well as any potential unstable slopes greater than 15%
<input type="checkbox"/> North Arrow	<input type="checkbox"/> Indicate all areas on the property in the floodplain, if applicable
<input type="checkbox"/> Scale – MUST BE DIVISIBLE BY 10 Example – Scale: 1" = 40'	<input type="checkbox"/> Indicate all natural features and direction of all water courses & drainage ways. Natural features include: creeks, rivers, ponds, lakes, wetlands, ravines, and cliffs.
<input type="checkbox"/> Driveway location, width, and length	
<input type="checkbox"/> Elevation changes	
<input type="checkbox"/> Site plans must be drawn on 11"x17" paper	
<b>STRUCTURES*</b>	
<input type="checkbox"/> Indicate each structure on the property. For each, list use (dwelling, garage, barn, etc.) and "existing" or "proposed". Note any structures being removed or added on to	*Structures include: all commercial and non-commercial buildings, dwellings, shops, barns, equine facilities, sheds, propane tanks, pump houses, etc.
<input type="checkbox"/> Indicate roof overhang lines and any decks, porches, retaining walls, or propane	
<b>DIMENSIONS AND DISTANCES</b>	
<input type="checkbox"/> Dimensions of all structures and additions	<input type="checkbox"/> Distance of proposed structure from all property lines
<input type="checkbox"/> Distance of proposed structure from edge of road and from right-of-way (front property line)	Distance of proposed structure from the septic system (tank, lines, and replacement area)
<input type="checkbox"/> Distance of proposed structure from adjacent structures on the property and on adjacent property (if less than 50')	<input type="checkbox"/> Distance of proposed structure from all natural features
<b>SEPTIC, WATER, and EASEMENTS</b>	
<input type="checkbox"/> Location of septic tank, drop box, drainfield, and replacement drainfield or location of sewer line	<input type="checkbox"/> Location of wells (or water source) on property, and adjacent properties if less than 100', and distance to drainfield and structures
<input type="checkbox"/> Distances of septic tank, drainfield, and replacement drainfield from proposed structures	*It is the owner/applicants responsibility to show all easements on property and to comply with the provisions of the easement

For more information about your property, please visit the Benton County website at [www.co.benton.or.us](http://www.co.benton.or.us) and click on "Maps & GIS". Tax lot boundaries, zoning, contours, natural features, floodplain, etc., are available.

# SAMPLE PLOT PLAN

Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Address: \_\_\_\_\_

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

& Lot # \_\_\_\_\_

