



## Permit Center

210 Lottie Street, Bellingham, WA 98225

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## SITE PLAN CHECKLIST

Provide a site plan containing the following information. This checklist is divided by type of development. Provide the information under each heading that applies to your project.

The Planning Department may require additional information when necessary to evaluate the proposal.

Please contact the Planning Department at 360-778-8300 if you have any questions.

### **Existing Site Conditions (Include this information on all site plans):**

- Scale, north arrow and date drawn. Scale shall be standard architectural or engineering. The scale must allow clear depiction of all required information, typically between 1" = 10' and 1" = 40'. (Planned development: between 1' = 20' and 1" = 100').
- All lot lines and site boundary dimensions.
- Location, dimensions, gross floor area and use of existing structures. Indicate all structures to be demolished.
- Distances between structures and property lines.
- Location and design of all paving.
- Walkways and bicycle paths.

### **New Development**

- Proposed lot lines.
- Existing and proposed easements.
- Location, dimensions, and use of proposed buildings and structures. Include decks, patios, fences and signs.
- Distances between proposed buildings, parking areas and property lines.
- Existing and proposed elevation contours at intervals of not greater than 5 feet. Provide 2 foot contours when requested by the Planning Department.
- Location, height, top elevation and width of existing and proposed retaining walls and rockeries. Cross sections may be required.
- Location, dimension and number of parking spaces (including accessible spaces), bicycle parking, drop-off areas and driveway access.
- Proposed and existing pedestrian walkways and surfacing.
- All significant man-made or natural features (ponds, woodlands, streams, etc.)
- Proposed storm water detention and treatment features (swales, ponds, vaults, etc.) Size, location and type of facilities on this preliminary plan shall be consistent with City, State and Federal requirements for storm water management.

*(Note: The preliminary plan shall be designed or reviewed by a Civil Engineer registered with the State of Washington for conformance with regulations. The City may ask for information to corroborate the preliminary design. Any regulatory deficiencies in the proposed storm water plan are wholly the responsibility of the proponent and/or the engineer. You may be required to apply for amendments to land use and design permits if there are changes in the final storm water facilities that affect the site design.)*



- All existing street and alley rights of way abutting the site. Include street name, width of right of way and location of existing improvements such as sidewalk, curb, medians, bus stops, overhead utility lines, street trees, street lights and street improvement width. Note any proposed changes to the street design.
- Location of existing and proposed utilities within the site such as sewer, water, gas and electricity.
- Location of existing fire hydrants.
- Proposed garbage/recycling collection areas and dimensions.
- Location and type of proposed exterior lighting.
- Location of proposed signs.
- Land uses, lot lines and approximate location of structures and pavement on abutting properties.

**Conceptual Landscaping Plan**

- Scale
- Abutting street right of way to the curb
- Rockeries, retaining walls and fences *← see site plan*
- Surface storm water facilities *← see site plan and prelim storm plan*
- Buildings and paving
- Topographic contours
- Wetlands, ponds, streams and proposed buffers *←*
- Existing vegetation to be retained
- General location and type of proposed trees, shrubs and ground cover

**Multifamily Residential or Single Family Attached Development**

- Dimensions, design and location of required usable space and proposed recreation facilities.
- Group mailbox location.
- Approximate location of open space or outdoor recreation areas on abutting sites.

**Commercial or Industrial Development**

- Identification of service truck access routes.
- Loading areas.
- Outdoor storage or display areas.
- Location and type of screening and buffering proposed.

**Environmentally Sensitive Areas on or Adjacent to the Site**

- N/A*  Areas of flood hazard (FEMA floodplain or floodway).
  - Wetlands on site and within 100 feet of the project boundary. *←*
  - Streams, ponds or lakes on site and within 200 feet of the project boundary. *←*
  - N/A*  Marine shoreline within 200 feet of the project site.
  - Proposed wetland and water body setbacks and buffers. *←*
  - N/A*  Conservation easements or other development restrictions affecting the site.
- See SEPA, delineation map and list of questions to Public Works*