

# How to Draw a Site Plan

A site plan is a map of your entire parcel drawn to an engineer's scale e.g. 1" = 20' (minimum) 1"=60' (maximum), showing **all** existing and proposed structures (above or below ground) and other information needed to review your project. Below is a guide and checklist for drawing a site plan according to the City of Puyallup standards. You may draw your own or have a septic designer, architect, or other professional prepare one for you. Whether you prepare it yourself or have someone else do it, you are responsible for its accuracy and completeness.

## 1. Determine Lot Shape and Dimensions

The City of Puyallup can provide you with a parcel map with the lot's shape and at least some of its dimensions. If your lot was created by plat (subdivision), the City may be able to provide you with a copy of the plat map showing the lot's precise shape and dimensions.

## 2. Select Size and Scale

The site plan **MUST** be drawn to scale, which means that distances in the "real world" correspond to distances on the site plan (e.g. one inch on the paper equals twenty feet on the ground). The City of Puyallup **requires** the use of an engineer's scale on site plans. Whereas a traditional ruler divides an inch into eighths or sixteenths, an engineer's scale divides an inch into multiples of tens or hundreds. (1"=10'), (1"=20'), (1"=30')

The site plan should show the entire parcel on a single sheet of 11" x 17" paper at a scale that allows easy reading of all the details on the plan. For lots too large to show clearly on a standard sheet of paper, the following options may be used:

- Continue on a second sheet of paper, indicating a clear "match line" on each sheet where they fit together.
- Use a "break line" to represent where a portion of the lot line has been artificially shortened to fit the page. When used, break lines must not artificially shorten any portion of the parcel that is relevant to the project.

## 3. Drawing the Site Plan

Include all of the items in the following checklist (where relevant), making sure to label each feature and show all relevant dimensions of each:

- North arrow and scale indicator
- Site / parcel address
- Parcel number
- Property lines - dimension the length of each line. (all sides and segments) Where break lines are used, indicate the length on each side of the break.
- Property owner
- Sewer service line – indicate location
- Septic System – indicate location of septic tank and primary/reserve drain field. City of Puyallup requires TPCHD septic system approval prior to building permit application.
- Water service line – indicate location
- Storm service or infiltration system
- Street names adjacent to the property.
- Easements – indicate location of any private/public easements.
- Driveways – indicate location and dimensions.
- Existing trees – show location of all existing trees on site with drip line and trunk diameter
- Natural buffer area boundary (NBA).
- Critical areas and/or critical area buffers.
- Shorelines (ordinary high water mark OHWM)
- Water features, streams, drainage and seasonal swales.
- Topographical contour lines – show at 2' vertical intervals. If elevations aren't known designate a zero elevation point as a starting reference
- Footprint of all existing and proposed structures. Label "Existing", "Proposed", or "To be Removed".
- Dimension existing and proposed structures – all sides
- Setbacks – indicate distances from property lines to structures.
- Indicate distances between existing and proposed structures
- Show all decks, patios, retaining walls, bulkheads, etc. Label "Existing", "Proposed", or "To be Removed".

**CONTENTS AND KEY**

- A. North arrow and scale indicator
- B. Site / parcel address
- C. Parcel number
- D. Name of property owner
- E. Show all property lines. Indicate the length of each side and segments. If break lines are used, indicate the length on each side of the break.

**ENGINEERING**

- F. Sewer service, including clean outs
- G. Septic tank, drainfield and reserve drainfield. Show setback distances from residence and property lines
- H. Water meter and service line
- I. Storm service or infiltration system
- J. Fuel tanks
- K. Street name
- L. Easement boundary and width (private and public)
- M. Driveways

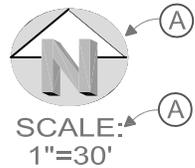
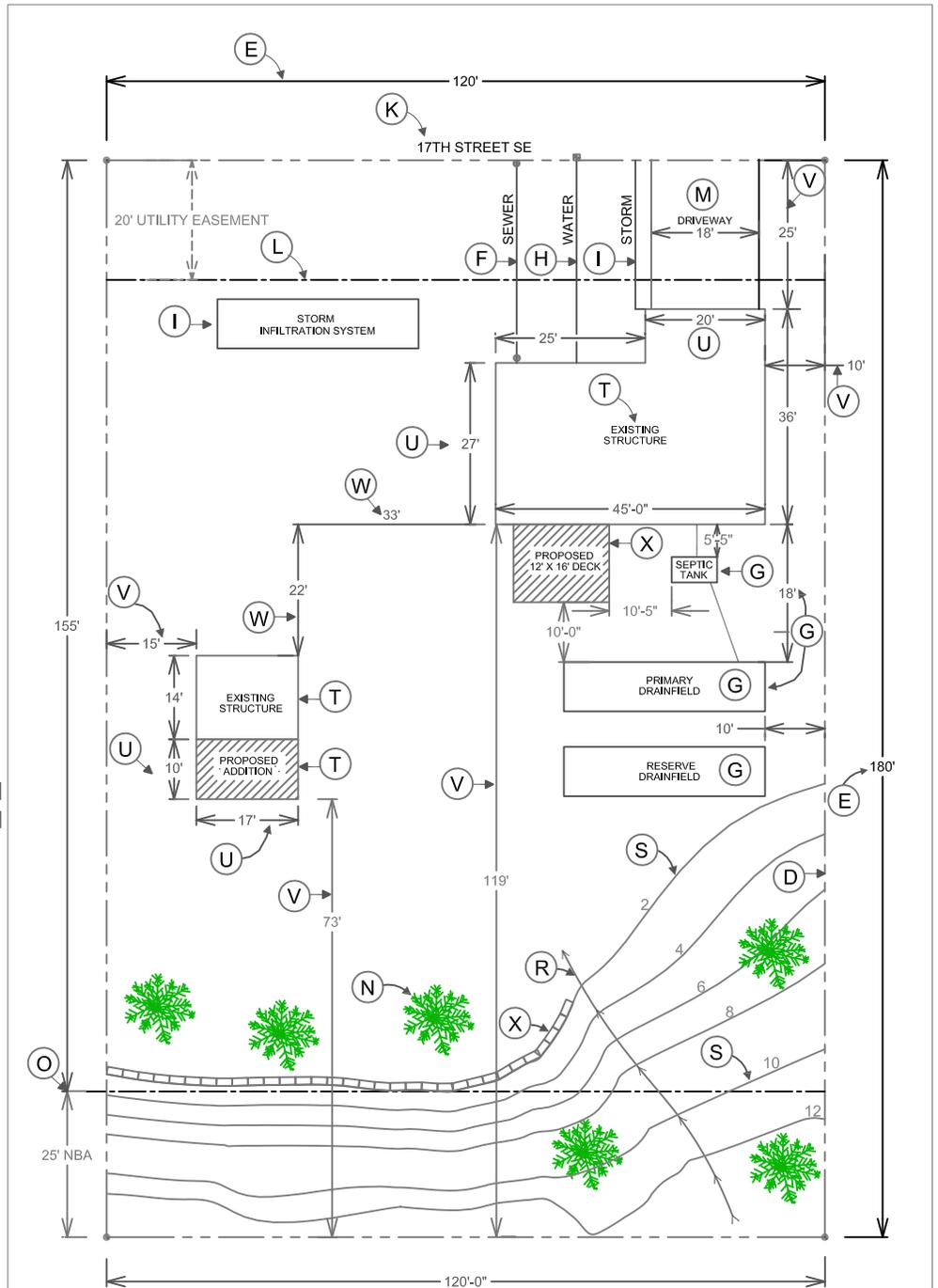
**ENVIRONMENTAL**

- N. Existing trees - show location of all existing trees on site with drip line and trunk diameter
- O. Natural buffer area boundary (NBA)
- P. Critical area and /or critical buffers (e.g. wetlands, steep slope areas, streams and stream buffers, etc.)
- Q. Shorelines (ordinary high water mark OHWM)
- R. Water features, streams, drainage and seasonal swales
- S. Provide contours for every change in ground elevation of 2'. If elevations aren't known designate a zero elevation point as a starting reference.

**STRUCTURES**

- T. Footprint of all existing and proposed structures. Label "Existing" or "Proposed"
- U. Dimensions of all structures, existing and proposed (all sides)
- V. Setbacks - indicated distances from property lines to structures
- W. Indicate distances between existing & proposed structures
- X. Show all decks, patios, retaining walls, bulkheads, etc. Label "Existing", "Proposed" "To be Removed"

# Site Plan Example



6205 23rd Street SE (B)  
 Tax Parcel Number 0420351023 (C)  
 Pete and Patty Homeowner (D)