



WASHINGTON COUNTY

Dept. of Land Use & Transportation
Planning and Development Services
Current Planning
155 N. 1st Avenue, #350-13
Hillsboro, OR 97124
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<http://www.co.washington.or.us>

Site Plan Checklist for RURAL Properties

Please note: Incomplete plans will be returned to the applicant and will delay review and may incur additional fees.

For additional information regarding site plans, please contact Current Planning at (503) 846-8761 with questions.

[Washington County CDC](https://library.municode.com/or/washington_county/codes/community_development_code) link: https://library.municode.com/or/washington_county/codes/community_development_code

The site plan must be reviewed and approved by Current Planning prior to structural review for a building permit (except electronic submittals). All site plans shall be legible and drawn to a measurable scale (to show the entire property) on 11" x 17" sized paper (for depiction of detail and archive/scanning purposes).

➤ Site Plan Elements.

- Size the drawing to fit on 11" x 17" sized paper at a measurable (and legible) scale.
- Show the boundary line of the entire site with dimensions according to recorded documents (plat)
- Indicate a North arrow.
- If the parcel is large, please include an enlargement of the building area.
- Provide the legal description (tax map and parcel number, recorded plat name/lot number).
- Provide an assigned address (from the Survey Division).
- Provide approved land use casefile number(s).
- Show/label foundation and parcel corner elevations with contours at 2-foot intervals. For large parcels, show the topography within 100 feet of the building site and for the access road/driveway for the structure.
- Show and label all recorded easements (contact Washington County Assessment & Taxation or a Title Company to confirm), or state "No easements exist on this property."
- Show and label all existing/proposed driveway approaches.
- Show location of and label all streams, ponds, wetlands, or ditches on the site.
- Show/label any mapped flood plain or drainage hazard areas within the site. If new structures will be located within 250 feet of a flood plain or drainage hazard area, your permit application must include a formal delineation of the flood plain/drainage hazard area, from a surveyor or engineer (see Section 421 of the Community Development Code).
- Show and label utility lines, poles, boxes & vaults. Show sewer or septic lines.
- Show and label water lines, meters, wells, fire hydrants and mailboxes.
- Provide any other site details or information indicated during contact or a pre-application meeting with Current Planning staff. Call us at (503) 846-8761 or visit our front counter during business hours.

➤ Setbacks & Dimensions. Clearly indicate and dimension all proposed setbacks. *All setbacks shall comply with the site's land use district setback minimums and CDC §418-1 (obstruction in required yards) and §418- 2 (additional setbacks required for future right-of-way). Setbacks are measured from the property line, sidewalk, or easement for public travel, whichever is closer to the building line.*

- State the land use district (zoning) with a list of minimum setback requirements specific to the subject parcel. Include any modifications approved through a land use process.
- Show and label all existing and proposed structures with proposed setback dimensions on all sides.
- Show and label retaining walls and fences (may be subject to separate review and permits).

NOTE: For new single-family residential dwellings or as a condition of land use approval, a Right-of-Way Permit for access is required prior to issuance of a building permit. Contact the Operations Division at 503-846-ROAD (7623) with questions or use the ROW Permit portal at: <https://www.co.washington.or.us/LUT/Divisions/Operations/Permits/row-permits.cfm>.