



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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washingtoncountyor.gov

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

This generalized list may not account for every parcel configuration. For additional information regarding site plans, please contact Current Planning at (503) 846- 8761 with questions.

Site Plan Checklist for URBAN Properties

[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.

Electronic (ProjectDox) submittals must legibly present required elements listed below for review & archive/scanning.

Submittals must be formatted for (or printed on) 11"x17" paper to a measurable scale. 1:10 is suitable for most urban sites.

The review authority reserves the right to request revisions for clarity.

➤ Site Plan Elements.

- Site plans shall be grayscale (black & white), featuring the entire property (line breaks may be used for flag lots).
- Indicate a North arrow.
- Show the boundary line of the entire site with dimensions according to recorded documents (plat)
- Provide the legal description (tax map/parcel #, recorded plat name/lot number). Do not use marketing names.
- Provide an assigned address (from the Survey Division).
- Provide approved land use casefile number(s) & related permits.
- Show & Label foundation and parcel corner elevations with contours at 2-foot intervals.
- Show & Label all recorded easements (contact Washington County Assessment & Taxation or a Title Company to confirm), or state "No easements exist on this property."
- Show & Label curb, sidewalk, planter strip, storm drains & private streets per survey or approved engineered plans.
- Show street trees: average 1 tree per 35' lineal feet of frontage (see Street Tree handout).
- Show & Label all existing/proposed driveway approaches. Identify concrete work (walkways, patios, driveways, etc.).
- Show & Label utility lines, poles, boxes & vaults. Show sewer or septic lines.
- Show & Label water lines, meters, wells, fire hydrants and mailboxes.

➤ Setbacks & Dimensions. Clearly indicate and dimension all proposed setbacks. *All setbacks shall comply with the site's land use district setback minimums, 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 & label all existing and proposed structures with proposed setback dimensions. (Do NOT include dashed setback "building envelope" lines, which can be mistaken for eaves, easements, contours, other features, etc.)
- Show, label, and provide setback dimensions for cantilevered floors, decks, stairs, covered porches/patios.
- Show, label, and provide setback dimensions to open balconies, bay windows, chimneys, recessed elements.
- Provide maximum building height on the elevations sheet. The vertical distance measured from adjoining curb level to the mean height level between the eaves and edge of a gable, hip or gambrel roof; provided however, that where buildings are set back more than the required setback from the street line the height of the building shall be measured from the (average) building grade. CDC 106-101.1.
- Show, label, and dimension retaining walls and fences (may be subject to separate review and permits).
- Provide screening & buffering or indicate & dimension required outdoor yard area (when applicable).
- Show, label, and provide size/dimension of eaves, cornices, belt courses, sills, canopies or other similar architectural features to encroach no more than 2 inches per foot of setback into a required side yard, and not more than 20 inches into a front or rear yard per CDC §418-1.

➤ Unique Elements. When applicable for the subject lot, state on both the site plan *and* the elevations sheet:

- Provide North Bethany Subarea Building Factors and Site Design CDC §390-17.14.
- Provide North Bethany Subarea Building Design and Variety Standards CDC §390-20.3.
- Provide North Bethany Subarea Special Frontage Category requirements.
- Provide other façade standards (i.e. Transit Corridors and Transit Oriented Districts).

NOTE: New dwellings require issuance of a Right-of-Way (ROW) access permit *prior to issuance* of a building permit. Use the permit portal at: <https://www.washingtoncountyor.gov/lut/row-permits> or contact Operations at 503-846-ROAD (7623).