



How to Draw a Site Plan

The site plan is a map of your entire parcel drawn to an engineer's scale, 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 Pierce County standards. An example and list of the items that must be included on the plan is shown on the following page. A septic designer, architect, or other professional may prepare your site plan. You may also draw your own. Whether you prepare it yourself or have someone do it for you, you are responsible for its accuracy and completeness.

1. Determine Lot Shape and Dimensions

The Assessor's Office 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 Auditor's Office can provide you with a copy of the plat map showing the lot's precise shape and dimensions.

2. Select Size and Scale

Site plans should show the entire parcel on a single sheet of paper at a scale that allows easy reading of all the details on the plan. It is best to use a standard paper size to make reproduction simpler. For lots too large to show clearly on a standard sheet of paper, the following options may be used:

- Continue the site plan on a second sheet of paper, indicating a clear "match line" on each sheet where the two pieces fit together or attaching the sheets firmly together at the joint.
- 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.

The plan must also 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). In addition, Pierce County 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', 1"=40', 1"=50', 1"=60').

3. Identify Parcel Features

Use plat maps, Auditor's records, title reports, site investigation, etc., to identify any of the following features on your parcel:

- Easements
- Natural Buffer Areas (N.B.A.)
- Critical areas and/or critical area buffers
- Shorelines (ordinary high water mark - OHWM), streams, water features, and/or drainage swales
- Adjacent streets
- Structures
- Topographical contours

4. Draw the Site Plan

Include all of the items in the following checklist (where relevant), making sure to **label each feature** and **show all relevant dimension(s)** of each.

- Property lines** (show length of each line)
Where break lines are used, indicate the length on each side of the break.
- Easements** (label and show dimensions)
- Natural Buffer Areas** (label and show dimensions)
- Critical areas and/or critical area buffers** (label and show all dimensions)
- Shorelines, water features, streams, drainage swales**
- Existing structures** (show and label all buildings and other structures to be constructed or removed)
- Proposed structures** (show and label all buildings, additions, remodel areas, etc., indicating length and width for each.)
- Setbacks and separation distances** (indicate distance from property lines and other buildings for each structure)
- Driveways** (label and show width, both existing and proposed)
- Retaining walls, rockeries and bulkheads** (label and show length and height measurements)
- Septic system components** (show and label septic tank, primary drainfield, reserve drainfield area and pipelines, with dimensions and distances from buildings and property lines)
- Sewer service (line and connection)**
- Water service (line and connection)**
- Well and 100-foot well radius**
- Topographical contour lines** (show at two-foot vertical intervals; if elevations aren't known, designate a "zero elevation" point as a starting reference)
- Propane, gasoline, diesel or heating oil tanks**
- Streets adjacent to the property**
- North arrow**
- Parcel number**
- Scale indicator**
- Property owner's name**
- Site Address**

Site Plan Example

See "How to Draw a Site Plan" for further information

Legend

- A Parcel line/boundary
- B Parcel line length (all sides & segments)
- C Break Line
- D Easement boundary
- E Natural Buffer Area boundary
- F Street name
- G Drainage course
- H Contour line (at 2' intervals)
- I Footprint of existing residence
- J Footprint of proposed residence
- K Drip/eave line
- L Deck footprint
- M Building dimensions (all sides)
- N Distance between property lines and all proposed structures
- O Septic tank
- P Septic drainfield with setback distances (from residence and property lines)
- Q Reserve/secondary drainfield area
- R Existing building
- S Proposed addition
- T Dimensions of proposed addition (all sides)
- U Fuel tank
- V North arrow
- W Scale indicator
- X Site/parcel address
- Y Parcel number
- Z Property owner

