



Community Development Department

Building • Planning • Code Enforcement

P.O. Box 9, 230 Davidson Avenue

Woodland, WA 98674 www.ci.woodland.wa.us

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SITE PLAN CHECKLIST

Site plans are required with most land use applications. Please submit in electronic format and provide paper copies as well.

The following checklist outlines the minimum requirements for any site plan. Please refer to the specific land use information packet for the size and number of copies required (full size and reduced) and for any additional items required for the site plan.

full size copies: 24" x 36" drawn to scale (not less than 1"= 20' and not more than 1"=50')

reduced copies: 11" x 17" or 8.5" x 11" if easily legible

- Project name, date, scale, and north arrow
- Applicant's name, address, phone numbers and email address
- Property owner's name, address, phone numbers and email address
- Contact person's name, address, phone numbers and email address
- Legal description including Section, Township, Range, and Donation Land Claim
- Vicinity map
- Location of the City Limit or Urban Growth Boundary (UGB), if applicable
- Parcel numbers of all existing parcels
- Location and description of the environmental features including critical areas if applicable
- The existing and proposed contours with intervals of five (5) feet or less if the site has slope(s) greater than 10%
- The Base Flood Elevation (BFE) benchmarks surveyed by a professional surveyor or engineer if the subject property is located in the 100-year floodplain
- The ordinary high water mark boundaries surveyed by a professional surveyor or engineer if the subject property is located within 200 feet of a river, stream, lake, etc

- Square footage of the subject property
- Location and length of property lines
- Location and dimensions of the existing and proposed structures on site
- Use(s) of all existing and proposed structures
- Setbacks to all existing and proposed structures from the property lines
- Location of existing and proposed streets, curbs, gutters, sidewalks, driveways, drive aisles, off-street parking, on-site traffic arrows, railroads, alleys, loading areas, bicycle parking, and pedestrian and bicycle pathways, if applicable
- Widths of existing and proposed streets
- Area(s) proposed to be dedicated, if applicable
- Existing and proposed parking lots and parking calculations
- Outside storage areas, if any
- Location of existing and proposed private and public easements
- Location and dimensions of all existing and proposed above ground and below ground utilities
- Location, dimensions, and screening of proposed outdoor ground level mechanical equipment, garbage receptacles, and recycling containers
- Location and dimensions of existing and proposed recreational areas and open spaces, if applicable
- Location and dimensions of all existing and proposed fences, if applicable
- Location and dimensions of all existing and proposed signs, if applicable
- Proposed lighting plan, if applicable
- Proposed landscaping plan stamped by a licensed landscape architect or certified landscaping professional, if applicable
- Building elevation plans for all sides of all proposed buildings and structures, if applicable
- Floor plans for all proposed structures, if applicable
- Any additional information determined to be necessary to demonstrate compliance with any portion(s) of the Woodland Municipal Code (WMC).