



Site Plan Guide Planning and Land Services Procedure

This procedure applies to the Site Plan used for construction on a site.

Objective	Information the County Needs	Product
<p>Get General Information about Uses allowed or how many Lots I can create</p>	<p>Tax Parcel Number We also ask for your contact information so we can enter you into our computer system.</p> <p>Site Plan: No site plan is required to meet this objective. However, information staff can provide may be very general.</p>	<p>About My Property details and layer details for issues.</p> <p>Verbal explanation.</p> <p>Applicable regulations and policies.</p> <p>Information about which specialists in the department, or other agencies, you may need to discuss the project with.</p> <p>A Submittal Standard¹ may be used by staff to document findings.</p>
<p>Find out what I need to do to Build Something</p>	<p>Tax Parcel Number We also ask for your contact information so we can enter you into our computer system.</p> <p>Site Plan that includes:</p> <ul style="list-style-type: none"> • Property boundary and dimensions • General location of proposed uses and buildings • Potential clearing limits <p>Staff can help you create this level of Site Plan at a meeting, or as time allows in the lobby.</p> <p><u>Ask the Development Center</u> to schedule a Site Plan Preparation meeting facilitated by a Permit Technician, with assistance from Technical Support staff as needed.</p>	<p>About My Property details and layer details for issues.</p> <p>Verbal explanation.</p> <p>Applicable regulations and policies.</p> <p>Information about which specialists in the department, or other agencies, you may need to discuss the project with.</p> <p>Preliminary Submittal Standard¹ to document findings.</p>
<p>Find out specifically what I need to submit for a Building Permit Application</p>	<p>Tax Parcel Number We also ask for your contact information so we can enter you into our computer system.</p>	<p>About My Property details and layer details for issues.</p> <p>Verbal explanation.</p> <p>Applicable regulations and policies.</p>

¹ We use a Submittal Standard to record application and code requirements, and to initiate applications in our computer system.

	<p>Site Plan that includes:</p> <ul style="list-style-type: none"> • Tax Parcel Number or address • Property boundary and dimensions • Footprints, and use, of all existing and proposed buildings and structures • Proposed clearing limits. 	<p>Information about which specialists in the department, or other agencies, you may need to discuss the project with.</p> <p>Submittal Standard² that can be used to assemble a complete application.</p>
<p>Submit a Building Permit Application</p>	<p>Tax Parcel Number We also ask for your contact information so we can enter you into our computer system.</p> <p>Site Plan that includes:</p> <p><u>Basic Data</u></p> <ul style="list-style-type: none"> • Date of drawing • Tax Parcel Number or Address • Name of adjacent street • North Arrow • Scale, such as 1" = 10' <p><u>Dimensions and Use information</u></p> <ul style="list-style-type: none"> • Property line boundary and dimensions • Dimensions to property line of proposed building, overhangs, and projections • Structure dimensions and use, for all existing and proposed buildings and structures • Driveway location, width, and surface type • Finished site contours (2' intervals) • Clearing Limits <p><u>Utilities</u></p> <ul style="list-style-type: none"> • Drinking Water lines, well casing, and 100' well radius • Sewer lines • Septic tank, primary & reserve drain fields • Storm drainage features <p><u>Buffers, Easements and Related Encumbrances</u> (if known)</p> <ul style="list-style-type: none"> • Easements • Critical areas and buffers • Ordinary High Water Mark (OHWM) • Shoreline Buffer or Setback requirement 	<p>Site Plan that can be submitted with Building Plans and Details.</p>

² We use a Submittal Standard to record application and code requirements, and to initiate applications in our computer system.

Submit for Shoreline Review	Site Plan that identifies the location and size estimation of: <ul style="list-style-type: none"> • Vegetation removed (identify any significant trees to be removed) • New impervious area. • New overwater structures (number and square footage of structures). • New shoreline armor. • Location of any view corridor areas 	
Submit a Site Development Permit Application	Site Development Drawing - see Section 3.2.6 Volume I of the Stormwater Manual	Plan or drawing that can be submitted together with required submittal items for a complete application.
Submit a Land Use Permit Application	Landscape, Tree Conservation, Land Use Site Plan – see PCC ³ Section 18J.10.055	
Submit a Land Division Permit Application	Plat and Survey Preparation standards – see PCC 18F.20	

Site Plan Examples:

Please go to the below links for the example of site plan that pertains to your project.

[Shoreline Site Plan Example](#)

[Lake Tapps Shoreline Site Plan Example](#)

General Site Plan Example (Coming Soon)

³ Pierce County Code

Site Plan Helpful Hints

General Tips

- Include the entire parcel so that it can be read legibly on a single sheet of paper.
- Use an Engineer's scale, for example: 1 inch = 10 feet, or 1"=10'.

Site Plan Assistance

- We can assist you with researching setbacks, easements, and other site constraints within unincorporated Pierce County.
 - Online [Chat](#) or by email at [Ask the Development Center](#).
 - Walk in service at the Development Center during our 9AM to 2PM lobby hours, or
 - At a Site Plan Preparation and Assistance Meeting.
 - See PCC [Table 2.05.040-16](#) for fee information.
 - Contact us at [Ask the Development Center](#) to schedule a meeting with a Permit Technician with assistance from Technical Support staff as needed.

Submittal Standard

- A Site Plan is used to initiate a Submittal Standard in PALS+, our computer system.
 - The Submittal Standard provides you with information on what is needed for a complete application for their proposal.
 - The Submittal Standard is the first step necessary to create an application.

About My Property

- To determine minimum setbacks, identify the property Zone and Community Plan area on our [About My Property](#) site.

Public Geographical Information System (GIS)

- Basic property information, including property line dimensions and lot area, is available through [Pierce County Public GIS](#) and the [Pierce County Assessors website](#).

Setbacks

- Setback requirements are found in PCC Section [18A.15.040](#) PCC.
 - A setback is the minimum distance required between a property or easement line and the building.
 - Minimum setbacks must be met by any proposed structure or building.
 - Minimum setbacks may differ than current code, as specified in the decision that created your lot. See the subdivision Hearing Examiner Decision and recorded documents.
- Some developments or use changes trigger right of way (road) dedications. This may change the location of required setbacks or buffers. If your property is subject to additional right of way needs, it will be noted on your [About My Property](#) page.

Critical Areas and Shorelines

- Critical Areas are sensitive natural areas with development restrictions. Some Critical Areas have buffers, and 15 foot building setbacks with additional restrictions. See PCC [Title 18E](#) for additional information.
- If your property is along a water body, the [shorelines regulations \(Title 18S](#) PCC) may be applicable. Shoreline buffer or setback requirements can be found in 18S.30.030 E.
- Shoreline Environment Designations can be found at the [Pierce County Public GIS](#) site

Recorded Documents

- Recorded easements can be found by visiting the [Pierce County Auditor](#).
- Auditor's records, title reports, site investigation, etc., to identify features on your parcel.
- Your Subdivision documents can be found by visiting the [Pierce County Auditor](#).

Emergency Vehicle Access

- Driveways must meet Emergency Vehicle Access requirements, see [PCC 17C.60.150](#).