



# City of Leavenworth

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## Site Plan Checklist

The Site Plan Checklist is used by both the applicant and the City staff to determine if all the required information has been provided for review of an application. Some sites or projects may require a surveyed drawing to verify property location.

All drawing(s) must be on paper capable of being folded for storage in 8 1/2" x 14" file, and become the property of the City of Leavenworth. Drawing(s) must be a standard scale, preferably one inch to twenty feet.

- Lot dimensions and parcel size in feet;
- Location of all structures to be developed and retained on the site and their setbacks from all property lines, access easements, and/or public right of way. This includes accessory structures like sheds and car-ports, regardless of size;
- The location and width of all existing and proposed roads, rights-of-way, driveways, access easements and parking areas (identify parking stalls and dimensions), including edge of existing roads or sidewalks adjacent to the property Please note that in many cases property lines are NOT at the edge of pavement on City streets;
- The location of all existing and proposed utility infra-structure and easements (i.e. water, sewer, storm water, power, fire hydrants, catch basins, detention ponds, ditches, pipes, culverts, underground storage tanks etc.). Please be aware that the City requires utilities to be undergrounded and the PUD most often requires above-ground vaults, if needed, to be located on private property;
- The location of the one-hundred-year flood-plain and floodway, and the location of all water courses and the ordinary high-water mark and approximate boundaries of all areas subject to inundation (including wetland areas, seasonal water bodies, irrigation canals etc.), if applicable;
- Address of project site, property owner's name, complete legal description and tax parcel number;
- The locations of garbage and recycle receptacle, mail-boxes, flagpoles, fences and any other pertinent features;
- Topographic features (steep slopes, non-buildable areas, existing and finished grades, etc.);
- The location of exterior lights, including their area of illumination;
- The location of snow storage areas;
- Directional arrow indicating North.

