



City of Woodburn
Community Development Department
Building Division
270 Montgomery Street
503-982-5250
building@ci.woodburn.or.us

Instructions for preparing a **RESIDENTIAL SITE PLAN**

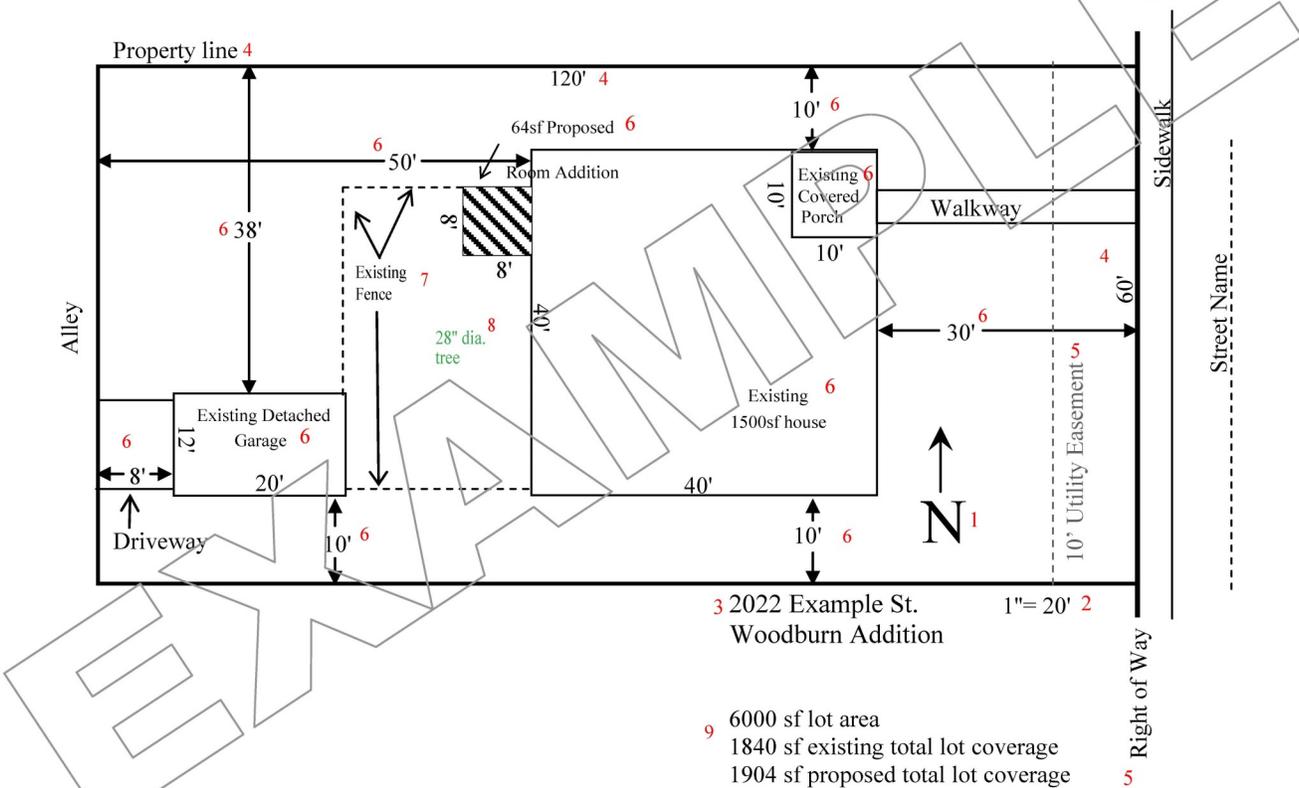
Site plan must be current, drawn to scale on minimum 8 1/2 x 11 paper, and show all property lines and easements.

ITEMS TO INCLUDE ON YOUR SITE PLAN:

- ◇ **North Arrow**
- ◇ **Scale of drawing**
- ◇ **Street name** accessing the property
- ◇ **Property lines and dimensions** (existing & proposed)
- ◇ **Onsite driveways, walkways, private roads** (existing & proposed)
- ◇ **Structures** (existing & proposed) - include dimensions and distance to all property lines and other structures
- ◇ **Utility lines and easements**
- ◇ **Fences, retaining walls** (existing & proposed)
- ◇ **Natural features** including ground slope and direction of slope, streams, ponds, other drainage ways, trees
- ◇ **Wells** (existing & proposed) on this property and adjacent properties within 100 feet
- ◇ **Septic System & Replacement Area** show existing septic tank, drain field lines and distance from structures and property lines
- ◇ **Cuts/Fills** adding and/or removing dirt
- ◇ **Elevations** at lot corners or construction area and at corners of building site
- ◇ **Total lot area & total lot coverage** amount of roofed area (existing and proposed)

Failure to include all of the required items listed may delay the review process and the issuance of a permit. Additional information such as patio slabs, walkways, roof overhangs, trees, etc., may be required.

Example Site Plan for a Residential Addition



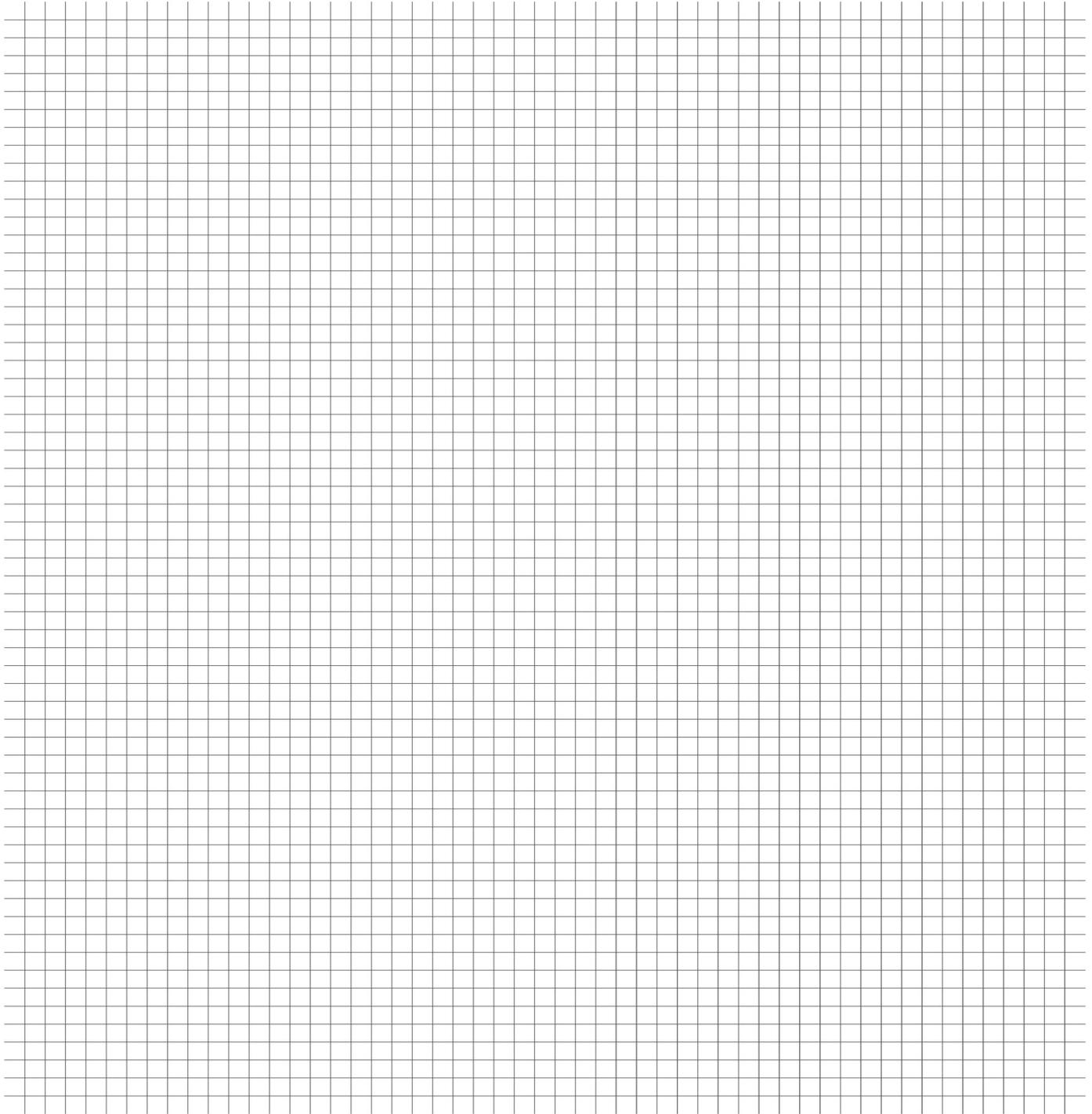
Basic Elements of a Site Plan

1. North Arrow
2. Scale
3. Address of the property
4. Property boundaries with dimensions
5. Locations of any easements, right of ways, & setbacks
6. Outline of all improvements and structures (existing & proposed) with dimensions and the distances to nearest boundaries.
7. Fences, retaining walls (existing & proposed)
8. Natural features including trees
9. Lot area and coverage

Project Name

Project Address

HOA Approval? YES NO N/A



SITE PLAN



2'

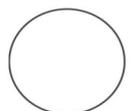


10'

Lot Area

Existing Lot Coverage

Proposed Lot Coverage



NORTH