



Site Plan Submittal Requirements

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Why do I need to submit a site plan for my project?

Site plans are a crucial part of your review process. They allow staff to review your project for access, setbacks, proper utilities, code compliance, parking, landscaping, critical areas, etc.

Can I draw my own site plan?

Yes. As long as you can prepare the drawing in a professional manner and it is drawn to scale and fully dimensioned.

What do I need to include on my site plan?

- The location and length of all property lines
- The location, width and type of existing and proposed driveways
- The location of all existing and proposed parking spaces
- The location and size of all existing and proposed structures
- The setbacks between buildings and from buildings to property lines shall be fully dimensioned
- The location of proposed and existing utilities
- The location and size of all easements
- The location and names of all adjacent roadways
- The location of any existing or proposed sidewalks
- The location and size of any fire lanes
- The location of all existing and proposed fire hydrants
- Scale of the drawing
- A north arrow
- The location of any existing environmentally sensitive areas. (i.e. wetlands, shorelines, streams, steep slopes etc.)
- The location and type of any new landscaping or landscaping that is being removed.
- Details showing how storm water will be handled.
- Contours and arrows showing slopes on the property.

This list is intended to cover the general requirements for a site plan. Additional items may require be depending on the scope and type of project that you are applying for. See Chapter 17 of the Kelso Municipal Code for the full requirements for your project.

If you have any questions, contact us at 360-423-9922 for assistance.