



Island County Planning and Community Development

Physical Address: 1 NE 6th Street, Coupeville, WA 98239

121 N East Camano Drive, Camano Island, WA 98282

Mailing Address: 1 NE 7th Street, Coupeville, WA 98239

Phone: Whidbey 360-679-7339 | Camano 360-387-3443 | Fax 360-679-7306

<https://www.islandcountywa.gov/207/Planning-Community-Development>

Building Permit Application-Single Family Residence & DADU (Detached Acc. Dwelling Unit)

All applications and supporting documents will be reviewed for completeness prior to acceptance. Allow for at least 60 minutes when submitting applications in person.

Required for submittal:

- Complete application, signed and completed in ink.
- 2 complete set of building plans.
- 2 complete set of engineers calculations (if applicable).
- Universal Plot Plan - 11x17 preferred, drawn to a standard engineer's scale, not to exceed 1" = 60'. Indicate water lines, septic lines, septic reserve and drainfield, any buildings currently on the parcel and proposed building(s).
- Completed Washington State Energy Code Worksheet.
- Approved Water Availability by the Island County Health Department.
- Approved Septic Permit /As-Built or Applicable Sewer District.
- Approved Access Permit by Island County Public Works (if accessing off a county road – not necessary for private road).
- Verify with Planning and Community Development Department that the parcel has an issued address from Island County.
- Provide any applicable land use documents: Geotechnical Reports, Wetland Reports, Shorelines, variances, RUD's, Clearing & Grading, ICN from DNR, etc.

In-person application submittal hours:

Coupeville Monday- Friday: 8:00 a.m. to 2:00 p.m.

Camano Monday- Friday: 8:00 a.m. to 2:00 p.m.

A permit is an official document that gives a landowner permission to establish a use on or develop their property. Permits provide local government oversight of land use and development in order to protect the health, safety, and welfare of all its citizens. Permit applications are processed by County professionals to ensure proposals are consistent with local, state, and national regulations.

MASTER BUILDING APPLICATION

Owner/Applicant _____

Phone _____

ADDRESS _____

Email _____

City, State, Zip _____

CONTACT/AGENT _____

Phone _____

Address _____

Email _____

City, State, Zip _____

CONTRACTOR _____

License # _____

Expiration _____

Address _____

Phone _____

City, State, Zip _____

Email _____

NAME OF CONSTRUCTION LENDER OR BOND _____

Phone _____

Email _____

Address _____

City, State, Zip _____

PROPERTY INFORMATION

PROJECT ADDRESS _____ City _____ Lot Size _____

Subdivision/Mobile Home Park _____ Space # _____ Zone _____

Parcel # _____ Key # _____

Division _____ Block _____ Lot _____ Section _____ Township _____ Range _____

Has work started? _____ Was this ever an Owner Builder Building? _____

Adjoining Parcels you own _____ Is the property in a special tax program? _____

Is this property subject to a Moratorium? _____ Yes _____ No _____ Type _____

PROJECT INFORMATION

RESIDENTIAL	OTHER	BUILDING CODE	FIRE CODE
<input type="checkbox"/> One and Two Family dwelling & attached accessory structures	<input type="checkbox"/> Plumbing/Mechanical	<input type="checkbox"/> Non-Residential & Multi-Family Residential	<input type="checkbox"/> Temporary Operational Permit *
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Flood Development	<input type="checkbox"/> Tenant Improvement or Change of use	<input type="checkbox"/> Temporary Tents & canopies*
<input type="checkbox"/> Detached Accessory structure <3000 sq ft	<input type="checkbox"/> Ebey's Landing Historical Reserve	<input type="checkbox"/> Sign	<input type="checkbox"/> Motor Vehicle fuel dispensing system
	<input type="checkbox"/> Shoreline, bulkhead & docks	<input type="checkbox"/> Sprinkler or Fire Alarm	
	<input type="checkbox"/> Demolition		

*Temporary is 180 days or less.

The applicant warrants that all information in this application is truthful and complete. Permits may be suspended or revoked whenever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any provision of the code. **I have read and understand cover sheet instructions.**

/s/

Applicant signature _____

Date _____

ONE AND TWO FAMILY DWELLING & ATTACHED ACCESSORY STRUCTURES PERMIT APPLICATION

Permit # _____

Check all that apply

_____ Single Family Residence _____ Two Family Residence _____ Spec. Home
_____ Rental _____ Owner Occupied _____ Accessory Quarters _____ Guest House
_____ Modular _____ Moved home from _____

Alteration to Existing Home

_____ Addition _____ Interior Remodel _____ Repair _____ Other

Fair Market Value of remodel or repair \$ _____

Provide a brief description of proposed work _____

Attached Accessory Structures

_____ Garage _____ Carport _____ Decks _____ Other (describe) _____

Dimensions

Basement _____ X _____ = _____ sq.ft.
_____ Finished _____ Semi-finished/Insulated _____ Unfinished

Main Floor _____ X _____ = _____ sq.ft.

2nd Floor _____ X _____ = _____ sq.ft.

3rd Floor _____ X _____ = _____ sq.ft.

Number of Bedrooms _____ Method of sewage disposal ☐ Septic ☐ Sewer

Garage _____ X _____ = _____ sq.ft.

Carport _____ X _____ = _____ sq.ft.

Deck _____ X _____ = _____ sq.ft.
Height above Grade _____ Covered? _____ Yes ☐ No

Deck _____ X _____ = _____ sq.ft.
Height above Grade _____ Covered? _____ Yes ☐ No

Deck _____ X _____ = _____ sq.ft.
Height above grade _____ Covered? _____ Yes ☐ No

Maximum height of building _____ (Measured from average natural grade to high point of building
excluding antennas, chimneys or similar architectural features)

Total Heated floor Area _____ sq. ft. Percentage of glazing _____

Type of heat? Electric resistance _____ Other _____

Provide copy of Water Availability form **approved** by the Island County Health Department.

Approval Date _____

Provide copy of septic permit or as-built **approved** by the Island County Health Department.

Septic permit # _____

Provide copy of access permit **approved** by the Island County Public Works Department.

Access Permit # _____

Narrative of Proposal

1. What is the current use of the site (for example “vacant”, “single family residential” and “pasture”, etc.)?

2. What is the purpose of the clearing and grading activities (e.g. “to clear for a home site”, “to harvest timber”, “to install a new driveway”)?

3. All sites have storm water runoff from things such as gutters, driveways, roads, cleared areas, or new impervious surfaces. Describe how it will be managed. Please be specific (for example, “runoff from gutters and parking area to be infiltrated by a drywell located near SE corner of house” or “runoff from driveway to be captured in catch basin and routed in a tight line over the bluff and to the beach”). *Please NOTE: An answer of “No runoff” is not acceptable. Attach additional pages or plans if necessary.*

4. What is the total estimated amount of excavated and fill material? (NOTE: The **total** amount includes all material relocated on site plus any material imported to or exported from the site.)
_____ cubic yards

5. If materials will be exported from the site, provide the amount if cubic yards, the address, parcel number(s), and location of disposed materials.

6. What is the maximum height of cut or fill proposed for this site? _____ feet

ISLAND COUNTY PLUMBING & MECHANICAL PERMIT

Coupeville - (360) 679-7339

(360) 387-3443 - Camano Annex

Mailing Address: 1 NE 7th St., Coupeville, WA 98239

121 N. East Camano Dr, Camano Island, WA 98282

Receipt #: _____	Issue Date: _____	Permit Number: _____																																			
Owner _____ Phone _____ Mailing Address _____ Email _____ City _____ State _____ Zip _____ PROJECT ADDRESS _____ City _____ Geographic ID/Parcel # _____ Property ID/Key # _____ Is this in a Flood Zone? _____ Is this in Ebey's Landing National Historical Reserve? _____																																					
1. Type of Structure: _____ 2. Has this building been previously heated? _____ New or Replacement 3. Heat Type (Check all that apply): Electric Propane Natural Gas Other (describe) : _____ 4. Draw a floor plan on the reverse side of this form or a separate sheet, with rooms labeled, indicating location of proposed fixtures. 5. Propane Tank(s) proposed? Yes No -If yes, how many? _____ # of Gallons _____ ASME Tank DOT Tank Above Ground Under Ground AND, draw a plot plan of the parcel indicating the location of the tank(s) including setbacks from property lines and structures. 6. Is this for a manufactured home? _____ If yes, approval of an alteration permit from the Department of Labor and Industries is required for interior fixtures.																																					
Person doing work must meet all pertinent laws and ordinances.																																					
PLUMBING CONTRACTOR INFORMATION CONTRACTOR _____ License # _____ Exp _____ Address _____ City, State, Zip _____ Phone _____ (Quantity) _____ Email _____ <table style="width: 100%;"> <tr><td>_____ Back Flow Preventer</td><td>_____ Exhaust Fans (bathroom/ laundry) @ \$17.00 = _____</td></tr> <tr><td>_____ Bathroom Sink</td><td>_____ Dryer Vent/Ducting @ \$17.00 = _____</td></tr> <tr><td>_____ Bathtub/Shower Combo</td><td>_____ Fireplace/Gas @ \$34.00 = _____</td></tr> <tr><td>_____ Bidet and/or Urinal</td><td>_____ Forced Air Furnace @ \$34.00 = _____</td></tr> <tr><td>_____ Dishwasher</td><td>_____ Gas/Propane Piping System 1-5 @ \$13.00 = _____</td></tr> <tr><td>_____ Floor Drain (Requires Trap Primer)</td><td>_____ Piping system over 5 outlets (each) @ \$3.00= _____</td></tr> <tr><td>_____ Hot Water Heater/Tankless Water Heater</td><td>_____ Gas/Propane Stove (Unit heaters) @ \$34.00 = _____</td></tr> <tr><td>_____ Kitchen Sink/Disposal</td><td>_____ Gas/Propane Tank/Facilities @ \$24.00 = _____</td></tr> <tr><td>_____ Laundry Washer</td><td>_____ Generator @ \$34.00 = _____</td></tr> <tr><td>_____ Miscellaneous Sink</td><td>_____ Boiler Heat Piping <= 3 HP, 100k BTU @ \$45.00 = _____</td></tr> <tr><td>_____ Other: _____</td><td>_____ " " <= 15 HP or 500,000 BTU @ \$69.00 = _____</td></tr> <tr><td>_____ Shower Stall</td><td>_____ " " > 15 HP or 500,000 BTU @ \$102.00 = _____</td></tr> <tr><td>_____ Spa/Jacuzzi Tub and/or Hot Tub</td><td>_____ Insert @ \$34.00 = _____</td></tr> <tr><td>_____ Toilet</td><td>_____ Other: _____ @ \$34.00 = _____</td></tr> <tr><td>_____ \$ TOTAL number of fixtures above multiplied by \$17.00</td><td>_____ Pump & Pressure Tank @ \$24.00 = _____</td></tr> <tr><td>_____ \$ Hose bibs: Up to 5 bibs \$15.00 total. Each add'l bib is \$3.00</td><td>_____ Range Hood @ \$24.00 = _____</td></tr> <tr><td></td><td>_____ Heat Pump <=100,000 BTU @ \$45.00 = _____</td></tr> <tr><td></td><td>_____ Woodstove @ \$34.00 = _____</td></tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Total Plumbing Fixture Fees \$ _____ Basic Plumbing Permit Fee + \$50.00 TOTAL PLUMBING FEE = \$ _____ </div> <div style="width: 45%;"> Total Mechanical Fixture Fees \$ _____ Basic Mechanical Permit Fee + \$50.00 TOTAL MECHANICAL FEE = \$ _____ </div> </div>	_____ Back Flow Preventer	_____ Exhaust Fans (bathroom/ laundry) @ \$17.00 = _____	_____ Bathroom Sink	_____ Dryer Vent/Ducting @ \$17.00 = _____	_____ Bathtub/Shower Combo	_____ Fireplace/Gas @ \$34.00 = _____	_____ Bidet and/or Urinal	_____ Forced Air Furnace @ \$34.00 = _____	_____ Dishwasher	_____ Gas/Propane Piping System 1-5 @ \$13.00 = _____	_____ Floor Drain (Requires Trap Primer)	_____ Piping system over 5 outlets (each) @ \$3.00= _____	_____ Hot Water Heater/Tankless Water Heater	_____ Gas/Propane Stove (Unit heaters) @ \$34.00 = _____	_____ Kitchen Sink/Disposal	_____ Gas/Propane Tank/Facilities @ \$24.00 = _____	_____ Laundry Washer	_____ Generator @ \$34.00 = _____	_____ Miscellaneous Sink	_____ Boiler Heat Piping <= 3 HP, 100k BTU @ \$45.00 = _____	_____ Other: _____	_____ " " <= 15 HP or 500,000 BTU @ \$69.00 = _____	_____ Shower Stall	_____ " " > 15 HP or 500,000 BTU @ \$102.00 = _____	_____ Spa/Jacuzzi Tub and/or Hot Tub	_____ Insert @ \$34.00 = _____	_____ Toilet	_____ Other: _____ @ \$34.00 = _____	_____ \$ TOTAL number of fixtures above multiplied by \$17.00	_____ Pump & Pressure Tank @ \$24.00 = _____	_____ \$ Hose bibs: Up to 5 bibs \$15.00 total. Each add'l bib is \$3.00	_____ Range Hood @ \$24.00 = _____		_____ Heat Pump <=100,000 BTU @ \$45.00 = _____		_____ Woodstove @ \$34.00 = _____	MECHANICAL CONTRACTOR INFORMATION CONTRACTOR _____ License # _____ Exp _____ Address _____ City, State, Zip _____ Phone _____ (Quantity) _____ Email _____
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Column Total(s) _____ x .03 (technology fee) = _____ TOTAL DUE _____																																					

Island County Planning and Community Development

Field Indicators Worksheet

The Field Indicators Worksheet will help you and the County determine if a wetland or wetland buffer is on your property. Applicants for permits for single family residential uses must either complete this Worksheet or, at their option, hire a wetland professional to complete a Wetland Report that includes the elements of the Worksheet. All other applicants (commercial or non-residential) must do the latter, if the County verifies that the development proposal is for land that contains or is affected by a wetland.

The comments section of this Worksheet may be used to record any particulars or information about your property. You may attach additional pages and photographs.

The County will verify the information provided in this Worksheet or related wetland report.

This Worksheet must be included with every application for development. Prospective purchasers may also ask the County to review the Worksheet to assist them in determining whether the property they are interested in purchasing contains wetlands.

Applicant Name (please print): _____

Date: _____

Parcel or Key Number: _____

Hydrology

The presence of water is the most obvious and common indicator of a wetland. There are several factors that must be considered in describing whether or not you have water on your property. Some wetlands have standing water all year long; others are soggy only during wetter months of the year; and, others appear wet only after storm events.

1. Is there ever standing water on the property?

☐ Yes ☐ No

If No, proceed to question #3

If Yes, is it:

☐ 4 weeks - 4 months ☐ 4 months - 8 months - Seasonally ☐ 8 months - Year Round

2. If you answered yes to question #1, are the surrounding adjacent areas:

Topographically higher ☐ Yes ☐ No

Topographically lower ☐ Yes ☐ No

Topographically the same elevation ☐ Yes ☐ No

3. When you dug the hole, did you observe any water within 10 inches of the ground surface?

☐ Yes ☐ No

4. Identify any features through which water flows onto your property (Check all that apply)

☐ Stream ☐ Culverts ☐ Ditches ☐ Roadside Ditch
☐ Storm Drains ☐ Ponds, lakes, estuaries ☐ Pumps ☐ Other _____

5. Identify any features through which water flows off of your property (Check all that apply)

☐ Stream ☐ Culverts ☐ Ditches ☐ Roadside Ditch
☐ Storm Drains ☐ Ponds, lakes, estuaries ☐ Pumps ☐ Other _____

6. Are there defined ditches/channels on, or near your property that have water?

☐ Yes, there are ditches/channels that have occasional water flow (e.g. after storm events).

☐ Yes, there are ditches/channels that have regular water flow during wet months.

☐ Yes, there are ditches/channels that have water flow all year long.

☐ No, there are no defined channels

If Yes, how wide is defined channel?

☐ Large (>2 ft across) ☐ Small (<2 ft across) ☐ Grass Lined Swale (dried up pond)

Comments:

Hydrology Map

Please refer to the *Hydrology Map Example* found in the *Wetland Identification Guide* for instructions

Draw a close approximation of the features you listed in questions 1-6 of the Hydrology section of the Field Indicators Worksheet. Please label the features and approximate dimensions. You may also include areas where wetland vegetation was observed and sites where you performed your soil samples. An organized and informative drawing will help make our site visit more efficient. For greater accuracy, you may obtain an aerial map of your parcel from the Island County Planning and Community Development offices, and use it as the base layer for your map. The Hydrology Map section of the *Island County Wetland Identification Guide* has further information.

Comments:

Vegetation

Only certain types of vegetation can survive in wetland conditions. In fact, some plants, trees and shrubs live nowhere else except in wetlands, e.g. skunk cabbage. Other types of vegetation are tolerant of both wet and drier conditions, e.g. salmonberry and alder. Most trees and plants look different depending upon the time of the year. This can make it difficult to identify exactly what's on your property. Numerous photographs of the more common types of wetland vegetation are shown during different seasons. **Please include these observations in your Hydrology Map.**

7. Are there any native wetland plants on the property that are identified in the Wetland Vegetation section of the Wetland Identification Guide? (Check all that apply)
- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Slough Sedge | <input type="checkbox"/> Cooley's Hedge Nettle | <input type="checkbox"/> Crabapple | <input type="checkbox"/> Red Stemmed Dogwood |
| <input type="checkbox"/> Labrador Tea | <input type="checkbox"/> Water Parsley | <input type="checkbox"/> Skunk Cabbage | <input type="checkbox"/> American Speedwell |
| <input type="checkbox"/> Cat Tail | <input type="checkbox"/> Common Rush | <input type="checkbox"/> Willows | <input type="checkbox"/> Red Alder |
| <input type="checkbox"/> Salmonberry | <input type="checkbox"/> Nootka Rose | <input type="checkbox"/> Bull Rush | <input type="checkbox"/> Western Red Cedar |
| <input type="checkbox"/> Pacific Silverweed | <input type="checkbox"/> Sitka Spruce | <input type="checkbox"/> Hardhack | <input type="checkbox"/> Grasses (other than lawn) |
-
8. Are there any non-native wetland plants on the property that are identified in the Wetland Vegetation section of the Wetland Identification Guide?
- | | | | |
|--|---|--------------------------------------|---|
| <input type="checkbox"/> Creeping Buttercup | <input type="checkbox"/> Reed Canary Grass | <input type="checkbox"/> Yellow Iris | <input type="checkbox"/> Himalayan Blackberry |
| <input type="checkbox"/> Eurasian Milfoil | <input type="checkbox"/> Evergreen Blackberry | <input type="checkbox"/> Velvetgrass | <input type="checkbox"/> Yellow Iris |
| <input type="checkbox"/> Canadian Thistle/
Bull Thistle | <input type="checkbox"/> Hairy Willow-herb | | |

Comments:

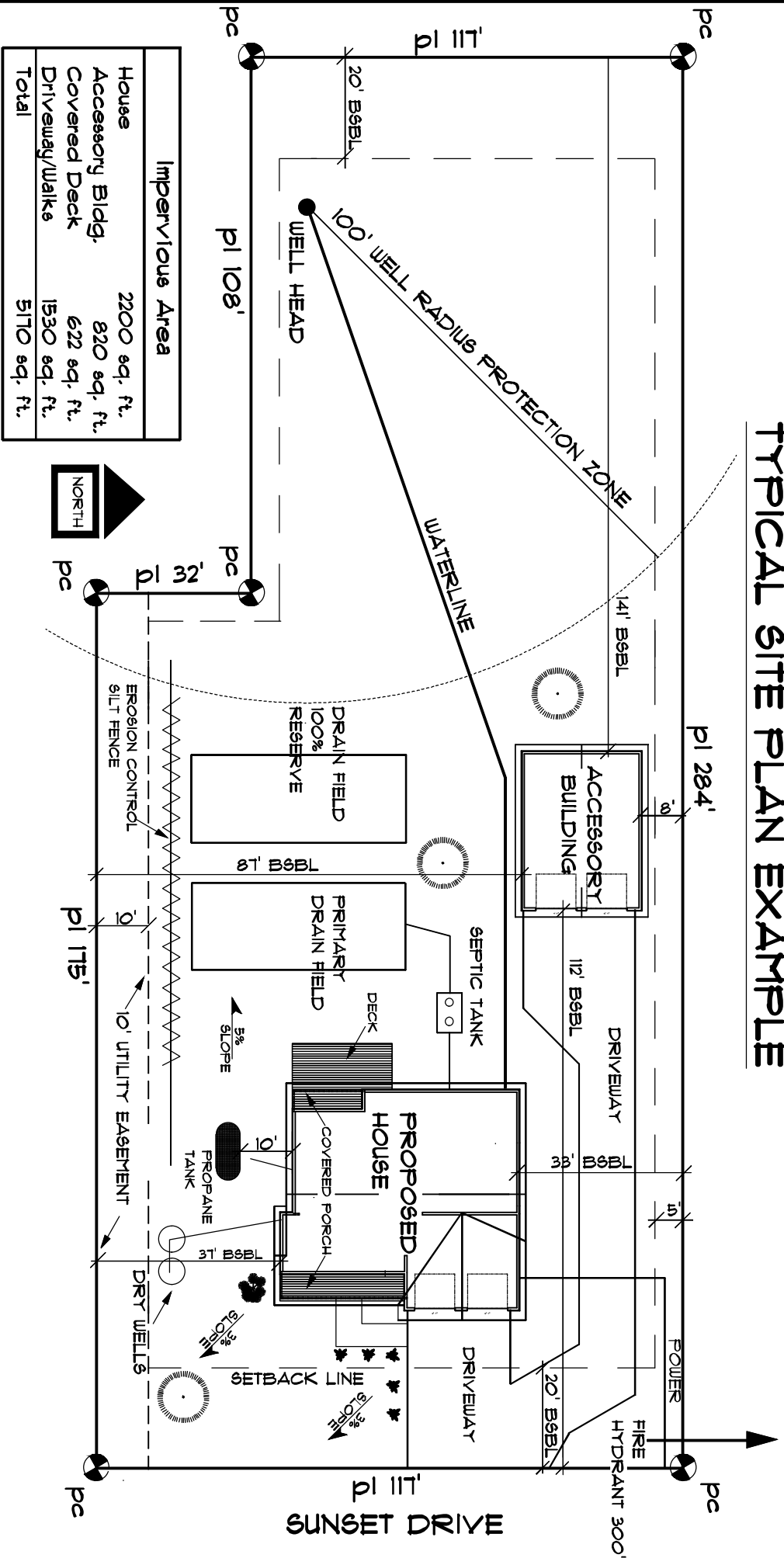
Soil

While water and vegetation can be identified by simply observing what is on your property, learning about your soils will take a little more work. Soil characteristics change as a result of the regular presence of water. Minerals in the soil will start to rust and organics are unable to decompose. By digging some holes you can see whether or not the area you are looking at is in fact a wetland. The Wetland Identification Guide's Soil section provides additional information that you may find useful in answering the following questions. You will need to dig a hole 12 inches deep in order to answer the following questions. **Please include the locations where you took your soil samples in your Hydrology Map.**

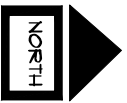
9. Indicate the color of the soil at the bottom of the 12 inch deep hole that you dug.
- | | | |
|-------------------------------------|--|--------------------------------|
| <input type="checkbox"/> Dark Black | <input type="checkbox"/> Grey w/rust spots | <input type="checkbox"/> Brown |
|-------------------------------------|--|--------------------------------|
-
10. Does the soil smell sulfuric? (like rotten eggs)
- | | | |
|------------------------------|-----------------------------|-----------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> At Times |
|------------------------------|-----------------------------|-----------------------------------|
-
11. If you take a tablespoon size sample of the soil and squeeze it, is it saturated with water?
- | | | |
|------------------------------|--|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> Moderate/Soil is damp | <input type="checkbox"/> No. Soil is dry |
|------------------------------|--|--|

Comments:

TYPICAL SITE PLAN EXAMPLE



Impervious Area	
House	2200 sq. ft.
Accessory Bldg.	820 sq. ft.
Covered Deck	622 sq. ft.
Driveway/Walks	1530 sq. ft.
Total	5170 sq. ft.



NAME/
MAILING ADDRESS:

JOHN C. DOE
4268 RED ROCK ROAD
BELLTOWN, WA 98555

SITE
ADDRESS:

DOE RESIDENCE SITE PLAN
5394 SUNSET DRIVE
GREENBANK, WA

PROPERTY ID #:

TAX PARCEL # 55341-00-03004-0

SCALE:

1" = 30'

DATE:

3/15/2005

UNIVERSAL PLOT PLAN

Basic Plot Plan Requirements

All building permit applications require a plot plan. Provide minimum of 1 plot plan drawn **not larger** than 11X17 (8 ½" X 11" may be used if it is to scale and legible). As you draw your plot plan, please use the following Applicant Checklist to ensure all required information as shown.

_____ Drawn to a standard **engineering** scale not to exceed 1" = 60'. Indicate the engineering scale and provide a bar scale. (Acceptable ranges include: 1"=20' to 1'=60')

_____ Indicate North Arrow directional.

_____ Boundaries, dimensions, and area of lot (square feet or acreage).

_____ Land features: Show top and toe of all slopes, direction of slope, percentage of slope or slope angle, seasonal drainage ways and soggy areas, ditches, ravines, lakes, ordinary high water mark of shoreline, etc.

****NEW CHANGE TO CRITICAL AREAS****

_____ Critical Areas: Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands as well as all of their associated buffers onsite or off-site when they may affect the proposal. (note: if a feature is shown on the County's Critical Areas map it must be shown on the plot plan; if you do not believe that feature is present please describe).

_____ Location, size, and purpose of all existing buildings (temporary or permanent) and proposed buildings. Label each as existing or proposed.

_____ Location, dimensions and volume of all existing/proposed propane tanks, fuel tanks, etc. Label each as existing or proposed.

_____ Location, dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios and chimneys.

_____ Distances from building to property lines and other buildings.

_____ Location and width of existing and proposed driveways/accesses serving each structure and any parking areas. Access permit numbers, if assigned.

_____ Width and name of road(s) bordering the property.

_____ Indicate all easements (access, utility, drainage, etc.) on the property including their width. Label them with intended use and the Auditor File No.

_____ Indicate location of septic tank, drain field, reserve area and tight line between house and septic tank. Show distance between drain field and reserve area to property lines. Indicate if hooked up to sewer.

_____ Drainage: Location and description of all existing and proposed drainage features and systems, including natural drainage ways, culverts and ditches. Show the direction of water flow.

_____ Grading Plans: Show existing and proposed finished grade contours for any cut or fill 2 feet or greater in height in plan view and cross sections. Indicate quantities of fill or excavation in cubic yards. For any material exported from the site, state quantity and where materials will be disposed. For any materials imported to the site, indicate quantity, source and type of materials.

_____ Existing and proposed vegetation: Please be specific about the type, e.g. grasses, shrubs, types of trees, etc.

_____ Clearing Limits: Show all areas where trees and brush currently exist and will be cut or removed.

_____ Erosion and sedimentation control plans: Show all areas where soil will be exposed along with measures to limit erosion and transport of silt and sediment.

_____ Indicate location of water lines, well, and pollution control radius. Note: A pollution control radius around an off-site well may impact your project if it overlaps onto your parcel.

_____ Road distances to nearest fire hydrant, if applicant has right to use fire hydrant.

_____ Separate Existing Conditions map for large or complex projects. Show topography with contours at intervals no greater than 5' and all natural features.