

What is a site plan?

A site plan is a scaled drawing or map showing what improvements you intend to make on your property. A site plan is required for land use/development reviews and to obtain building permits. A correctly drawn site plan shows the lot lines for a parcel, the existing and proposed development, adjacent streets, driveways, utilities and easements on the site.

What do I need to submit?

Submit the number of copies of the site plan as specified on your land use application form or building permit application checklist. See the site plan example on the back of this page to help you include all the information needed in the site plan.

Where can I get help preparing a site plan?

Neither the Planning Division nor the Building Division staff can draw the plans or design the project for you. We can only check the completed plans to be sure they meet the code requirements. You will save time and money if your plans do not need major revisions. We are available to assist you in understanding the code requirements. If you need help in drawing the site plan, please consult a professional for advice or help. The yellow pages or various builders may provide you with references.

How does a site plan help me?

A detailed site plan helps in your own planning, communicates your construction ideas to both us and your contractor, and helps assure that your planned project complies with the building and zoning codes. A site plan also communicates your ideas to other reviewing agencies (utility companies, fire district, etc.) who may not be able to visit the site. A complete and accurate set of plans helps to expedite the plan review process and allows the project to proceed more efficiently.

Items to be shown on site plan for single-family residential development:

- 1) North arrow.
- 2) Drawn to scale (standard architectural or engineering).
- 3) Lot and building setback dimensions.
- 4) Property corner elevations (if there is more than a 4-foot elevation differential, site plan must show contour lines at 2-foot intervals).
- 5) Location of easements and driveway (existing and proposed).
- 6) Footprint of new structure (including decks), with finished floor elevations.
- 7) Location of wells and septic systems.
- 8) Utility locations.
- 9) Lot area, building coverage area, percentage of coverage and impervious area.
- 10) Existing structures on site.
- 11) Surface drainage.
- 12) Erosion control plan, including drainage-way protection, silt fence design and location of catch-basin protection, etc.
- 13) Existing and platted street names and other public ways.
- 14) Site plan to include applicant's name, phone number, map and tax lot number, site address, project or subdivision name, lot number, and zoning.
- 15) Street tree size, type and location per approved project street tree plan (if applicable), and City of Tigard Street Tree List.
- 16) Existing trees to be retained with drip line (outline of canopy) drawn to scale.
- 17) Tree protection measures, as required by land use conditions of approval, drawn to scale.
- 18) A signature of approval from the project arborist that certifies the trees and tree protection are accurately represented on the site plan, and tree protection measures will be equal to or greater than those on the approved tree protection plan.

Residential Site Plan Review

Information Guide

October 1, 2013



City of Tigard

BUILDING DIVISION

13125 SW Hall Blvd. | Tigard, OR 97223
503.718.2439 | www.tigard-or.gov

