



COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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PLAN SET REQUIREMENTS

For instructions pertaining to information required to be shown on a site plan, please review the Site Plan Requirements document. For instructions pertaining to information required to be shown on a Parcel Map or Tentative Map, please review the application filing instructions for a Minor Land Division or Major Subdivision, respectively.

Some projects, such as projects proposing to develop new residential subdivisions of five or more lots, commercial and industrial land uses (including expansion of existing land uses) will be required to submit detailed plan sets showing the following types of information:

- **Site Plan** showing all newly proposed buildings and building locations, existing and proposed roadways, existing and proposed parking and circulation areas, fencing, noise barriers, recreational improvements and landscape improvements.
- **Grading Plan** showing all topographical information including spot elevations, slopes, the limits of grading, cut and fill areas, cut and fill volumes, location of all existing and proposed structures, septic systems, fences, noise barriers, onsite roadways, parking and circulation areas, and property lines. Include information to show any vegetation removal and the direction and flow of storm water runoff before and after project grading information pertaining to temporary and permanent stormwater treatment improvements. Grading Plans should be at a minimum scale of 1" = 40' or larger (i.e., 1" = 30', 1" = 20', 1" = 10'). All required information shall be provided for a minimum of 100' beyond the area of grading even when this area extends into the adjacent property.
- **Utility Plan** showing all existing and proposed utilities such as sewer, water, power, telephone, fiber and existing and proposed utility easements. Include information such as locations of existing and proposed overhead and underground power transmission lines, associated infrastructure such as utility vaults, risers and power poles, existing and proposed pipeline sizes for all water and sewer transmission lines, existing and proposed sewer manholes, sewer lift stations, above ground water storage tanks, utility access roads and easements, existing and proposed lighting for streets, parking and circulation areas, and outdoor use areas such as storage yards.
- **Parking and Circulation Plan** showing all existing and proposed parking and circulation improvements including location of site access points, drive aisles, parking spaces, landscape areas, fencing, screen walls, trash enclosures, parking lot lighting and related features. For more information see county code sections 17.54.060 (Parking space requirements by land use) and 17.54.070 (Design and improvement of parking).
- **Landscape Plan** showing all areas proposed to be improved with landscaping including conceptual landscaping improvements. Note that for commercial and industrial projects, county code requires 15 percent of the total site area to be landscaped. Irrigation plans are not required at the time of entitlement review but are required at the time of Improvement Plan review.
- **Elevation Plan** showing elevation views for all newly proposed buildings and building modifications. Colored renderings are not required for smaller scale projects, but may be requested for larger scale projects such as new commercial shopping centers, office parks and industrial projects.
- **Sign Plan** showing all information listed on the Sign Permit application filing instructions. Conceptual information pertaining to signs for shopping centers, business parks, industrial parks and commercial business centers may be required during entitlement review. New freestanding signs or building mounted signs are typically approved during Design Review or with a Sign Permit (where Design Review is not required).

Note that the above list of plan set requirements describes typical plan set components but is not exhaustive. The plan type and level of detail will vary depending upon the complexity of the project. Smaller scale projects that are less complex require less detail while larger more complex projects require more detail.