

SUBMITTAL REQUIREMENTS – One and Two Family Dwellings

Following is a list of items needed on plans submitted for Site Plan Review. This information is required to complete the Site Plan Review approval process. If a particular feature is not part of your project the item may not be applicable; however, it is necessary to submit each type of plan. For those items that do not apply please note N/A. This list will be used to determine if the submittal is complete and can be accepted. Once the Site Plan Review has been completed, two sets of plans will be stamped and returned for submittal to the Douglas County Building Department for the required structural/life safety plan check/Building Permit. Approved plans will not be released until fees due are paid.

6 copies if larger than 11" X 17" – 1 copy if 11" X 17" or smaller

Site Plan that includes: – (See sample)

- Title block with name and address of preparer and applicant
- North arrow and standard acceptable architect or engineer scale of drawing
- Date drawing prepared and/or revised
- Adjacent existing and proposed streets, their name, and dimensions showing right-of-way width, paving, existing curbs, sidewalks, and driveways and distance from centerline
- Points of access (vehicular and pedestrian from each street)
- All property lines and their dimensions and total lot area
- All existing and proposed structure(s), their dimensions, areas, and setback from property line including covered and/or uncovered porches and decks
- All existing and proposed paved or impervious surfaces, including walkways, driveways, etc.
- All existing and proposed parking spaces, including their dimensions
- Direction of surface drainage, locations of storm drains, sanitary sewer, and water service connection
- Any existing and proposed pad, ground or wall mounted equipments, utility vaults, transformers, backflow devices, gas meters, mail boxes, light poles
- Location of nearest fire hydrant(s) indicating distance from property line
- All existing and proposed fences including height and types
- All existing and proposed easements and their purpose
- Existing and finished elevations or contour lines at two-foot intervals (provide additional sheet if needed for clarity)
- If slope of driveway exceeds 10% provide centerline profile at 10-foot intervals (Hillside/Geologic Review areas limit slope in right-of-way to 5%. All other areas slope in right-of-way limited to 2% - the area between edge of public improvements and property line – see LUDO for illustration)

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Building Elevations of new construction that includes:

- Title Block
- Elevations labeled appropriately north, south, east and west
- Vertical distance (height) from the average finished grade at the center of the wall to the highest point of the structure
- General architectural features (windows, door, trim, roof pitch, etc.)

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Floor Plan that includes:

- Dimensioned outline of each floor level
- Layout and use of all existing and proposed areas
- All entrance and exit points
- All enclosed and/or covered parking areas

- 2 copies - **Flood Plain Certificate** for all construction proposed in the Flood Plain (Buildings shall not be constructed within the Floodway). Structures within the 100-year Flood Plain are to be no less than one (1) foot above Base Flood Elevation (BFE) including finished floor and all electrical and mechanical systems

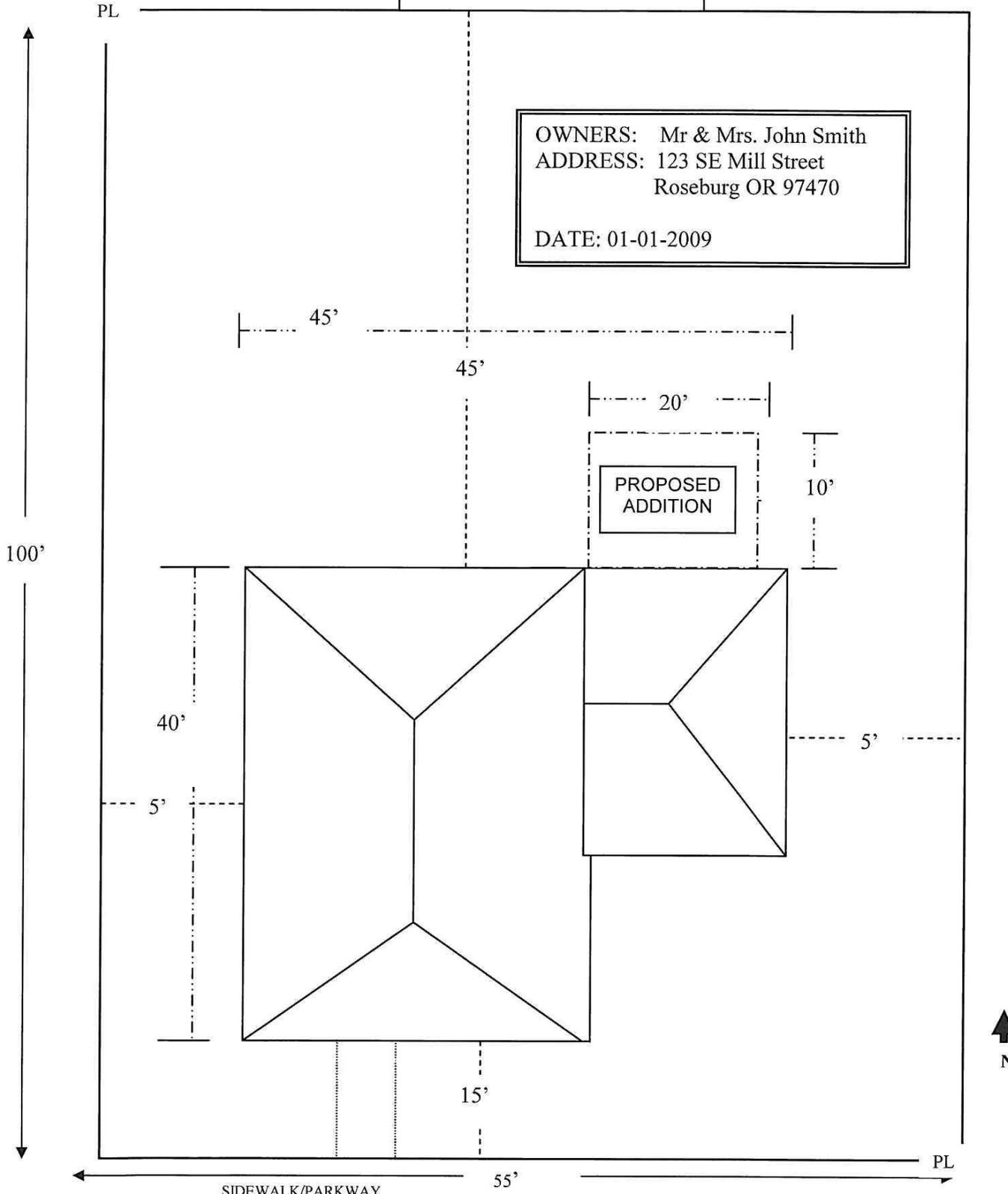
- 2 copies - **Geo-Technical Report** for any property located within the Hillside Development/Geologic Review Area or having slopes greater than 12% (see separate checklist for content)

2 copies - **Grading Plan** is required when the project includes the fill placement or excavation that exceed five (5) cubic yards for every 1,000 square feet of land area or the proposed excavation will clear 3,000 or more square feet

- Description of vegetation/soils including trees and ground cover
- Cut and fill areas
- Existing and finished grade
- Schedule of excavation, clearing, fill placement, restoration, stabilization and erosion control
- Provision for compaction testing, including special inspections
- Location of all retaining structures, type of material to be used, height from bottom of footing to top of structure and height of exposed structure
- Proof of Department of Environmental Quality (DEQ) 1200C permit on sites one (1) acres or larger

SAMPLE SITE PLAN

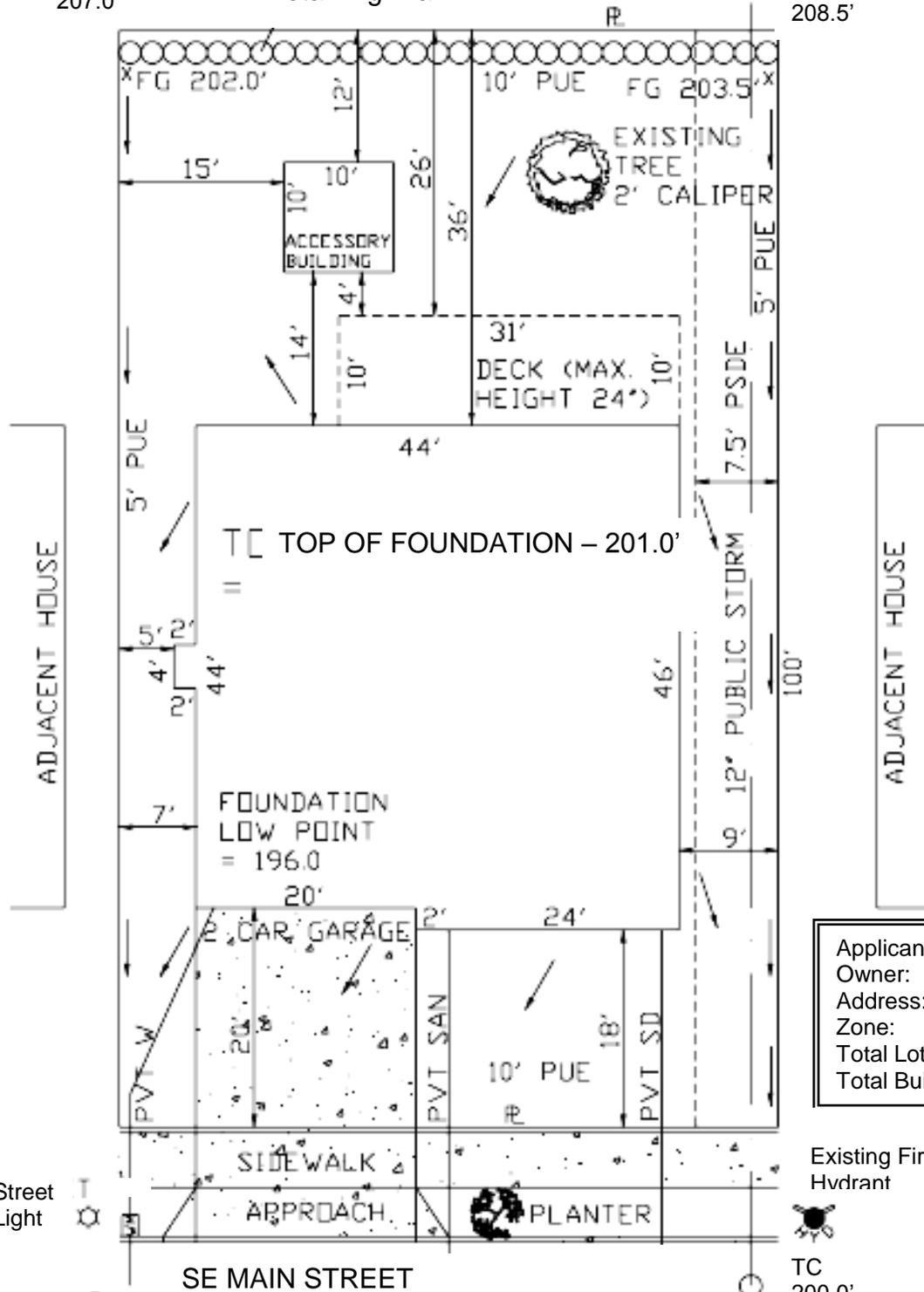
OWNERS: Mr & Mrs. John Smith
ADDRESS: 123 SE Mill Street
Roseburg OR 97470
DATE: 01-01-2009



T Wall
207.0'

Existing Rock
Retaining Wall

T Wall
208.5'



Applicant:	John Jones
Owner:	William Smith
Address:	123 SE Main
Zone:	R-1-6
Total Lot Area:	6,000 Sq. Ft.
Total Building Area:	1,922 sq ft.

LEGEND
 PUE - PUBLIC UTILITY EASEMENT
 PSDE - PUBLIC STORM DRAINAGE EASEMENT
 PVT SD - PRIVATE STORM DRAIN
 PVT SAN - PRIVATE SANITARY SEWER
 PVT W - PRIVATE WATER SERVICE
 WM - WATER METER
 TC - TOP OF CURB ELEVATION
 FG - FINISHED GRADE ELEVATION
 TWALL - TOP OF WALL ELEVATION
 R - PROPERTY LINE



SAMPLE OF COMPLEX SITE PLAN