



Title: Site Plan Requirements	Page 1 of 2
Number: [Administrative] Policy OS-02	Effective Date: March 17, 2025
Applies To: Site Plan Requirements	Supersedes: N/A
Approved: Eric Evans, Assistant Environmental Health Director	Next Review: As Needed

A. Purpose

The purpose of this policy is to establish the policy and procedures for developing site plans for Building Clearances and Building Site Applications (new construction and repairs) as required per Kitsap Public Health Board Ordinance 2025-01.

B. Policy Statement

The following policy and procedures shall be followed when developing a site plan for the submittal of a Building Clearance or Building Site Application (new construction and repairs). If the minimum site plan requirements are not met, a revision or redesign, per Policy 3, may be applicable.

C. Implementing Procedures

1. Scale:

- a. All site plans shall be clearly and accurately drawn to scale on paper a minimum of 8 ½" x 11", and a maximum of 11" x 17", and shall contain the elements of the Site Plan Checklist as shown in Figure 1. The site plan must be drawn to one of four standard engineering scales: 1"=20' or 1"=30' for parcels of less than one acre and 1" =40' or 1"=50" for parcels between 1 and 2½ acres.
- b. For parcels that exceed 2½ acres or are of irregular shape, where the above scales would exceed the size of an 11" x 17" piece of paper, site plan overviews at scales of up to 1" = 100' are required along with an inset plan of the structure(s) and on-site sewage system (OSS) at one of the scales identified above.
- c. Refer to Figure 2 for a site plan example.

2. General Site Plan Information:

- a. Indicate the relative elevation of all property corners, wells, drainfields, drainage systems and building floors. Use an established reference point, plumbing stub-out or first floor level as a reference elevation point. Contour lines may be shown in lieu of utilizing an established reference point.
- b. Show the location and dimensions of all existing infiltration systems, stormwater ponds, drainage ditches and below grade pipes (if known).

- c. Show the locations of all cut banks that are five feet or more in height that are within 50 feet of the primary or reserve drainfield areas.
- d. Show all surface water bodies, including all marine waters, lakes and ponds, along with their associated shorelines, ordinary high-water lines, streams, creeks and wetland water bodies, and their required setbacks.

3. Existing Property Improvements:

- a. Indicate the number of bedrooms for each existing residence, as well as the location and dimension and use of all existing structures and their required setbacks from property lines and other structures.
- b. Indicate the location of all existing public well(s), and for each show the 100-foot well radii indicating the setback to buildings, stormwater, parking/driving areas, and all OSS components.
- c. Indicate the location of all existing private wells, and for each show:
 - i. Their respective 100-foot well radii indicating the setback to drainfields and regional/commercial infiltration facilities;
 - ii. All wells or OSS components on adjacent properties within the 100-foot well radii;
 - iii. A 10-foot radii indicating the setback to driving/parking areas or splash blocks;
 - iv. A 30-foot radii indicating the setback to individual lot infiltration system;
 - v. A 50-foot radii indicating the setback to individual lot dispersion systems, rain gardens, or unlined detention ponds; and
- d. Indicate the location of all existing OSS components, including:
 - i. Septic tanks, pump tanks, and pre-treatment units;
 - ii. Primary drainfields and reserve drainfields (use as-built drawings);
 - iii. The 10-foot "no-build" zones surrounding the primary and reserve drainfields; include at least two reference distances to property lines;
 - iv. The 10-foot, 30-foot, or 100-foot "no storm water" zone around the drainfield, per Kitsap Public Health Board Ordinance 2025-01, Table 1B.
- e. Indicate the location of all abutting roads, and the location and dimensions of all existing driveways, parking areas and sidewalks.
- f. Indicate the location and dimensions of all easements, buffers and open spaces in relation to property lines, structures and OSS components.

4. Proposed Property Improvements:

- a. Indicate the location, and dimensions of all proposed structures and/or building envelopes in relation to property lines, other structures, easements, wells, and OSS components. Include all required setbacks from property lines and other structures.
- b. Indicate the location of all proposed public well(s), and for each show the 100-foot well radii indicating the setback to buildings, stormwater, parking/driving areas, and all OSS components.
- c. Indicate the location of all proposed private well(s), and for each show:
 - i. Their respective 100-foot well radii indicating the setback to drainfields and regional/commercial infiltration facilities;

- ii. A 10-foot radii indicating the setback to driving/parking areas or splash blocks;
 - iii. A 30-foot radii indicating the setback to individual lot infiltration system;
 - iv. A 50-foot radii indicating the setback to individual lot dispersion systems, rain gardens, or unlined detention ponds; and
 - d. Indicate the location of all proposed OSS components, including:
 - i. Septic tanks, pump tanks, pre-treatment units, or any other component not included within the primary or reserve drainfield areas;
 - ii. Primary drainfields and reserve drainfields;
 - iii. The 10-foot "no-build" zones surrounding the primary and reserve drainfields; include at least two reference distances to property lines;
 - iv. The 10-foot, 30-foot, or 100-foot "no storm water" zone around the drainfield, per Kitsap Public Health Board Ordinance 2025-01, Table 1B.
 - e. Indicate the location of all proposed roads, driveways, parking areas, sidewalks and easements.
 - f. Indicate the location of all proposed water lines, sewer lines, and utility lines.

Figure 1. Site Plan Checklist

Site Plan Requirements Checklist	
All site plans shall be clearly and accurately drawn to 1"=20', 30', 40' or 50' scale on paper no larger than 11" x 17" and must indicate all of the following information. Use this checklist to ensure all necessary elements are included in the site plan.	
Parcel Number	
Shown N/A	General Property Information:
<input type="checkbox"/>	Property lines and dimensions.
<input type="checkbox"/>	Elevations of property and the direction of natural drainage (or contour lines).
<input type="checkbox"/> <input type="checkbox"/>	Cut banks 5' or more in height.
<input type="checkbox"/>	Site plan scale and North arrow.
<input type="checkbox"/> <input type="checkbox"/>	Streams, creeks, wetlands with surface water, marine waters, lakes and ponds and their associated high-water lines.
Shown N/A	Existing Property Improvements:
<input type="checkbox"/> <input type="checkbox"/>	Location and labels of all existing structures.
<input type="checkbox"/> <input type="checkbox"/>	Location of all existing public and private wells and their well radii, including those wells on adjacent properties within 100' of property lines.
<input type="checkbox"/> <input type="checkbox"/>	Location of all existing drainfields, including the 10' "No Build Zone" as well as the locations of existing drainfields on adjacent properties within 100' of any well.
<input type="checkbox"/> <input type="checkbox"/>	Identify all stormwater zones around wells and septic systems.
<input type="checkbox"/> <input type="checkbox"/>	Location of existing drainage facilities, including all sub-surface infiltration systems.
<input type="checkbox"/> <input type="checkbox"/>	Location of all existing and abutting roadways, driveways, and easements.
<input type="checkbox"/> <input type="checkbox"/>	Location of all existing water, sewer and utility lines.
Shown N/A	Proposed Property Improvements:
<input type="checkbox"/> <input type="checkbox"/>	Location and dimensions of all proposed structures or building envelopes in relation to property lines, other structures, etc.
<input type="checkbox"/> <input type="checkbox"/>	Location of all proposed public and private wells, including their 100' well radii and all water lines.
<input type="checkbox"/> <input type="checkbox"/>	Location of all proposed septic tanks, pump tanks, pre-treatment units, and drainfields, including the 10' "no build" zone.
<input type="checkbox"/> <input type="checkbox"/>	Identify all stormwater zones around wells and septic systems.
<input type="checkbox"/> <input type="checkbox"/>	Location of all proposed parking areas, driveways, sidewalks, & road approaches.
<input type="checkbox"/> <input type="checkbox"/>	Location of all proposed water, sewer and utility lines.

