

# CITY OF DONALD

10710 Main Street N.E. • P.O. Box 388 • Donald, OR 97020-0388

Phone 503-678-5543 • Fax 503-678-2750

[www.donaldoregon.gov](http://www.donaldoregon.gov)

Emergency pager for Water and Sewer: 503-301-6479

## SITE PLAN CHECKLIST

All Permit Fees, CET, SDCs and Connection Fees must be paid prior to City approval.

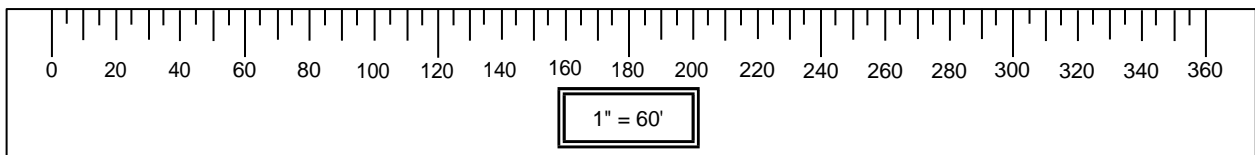
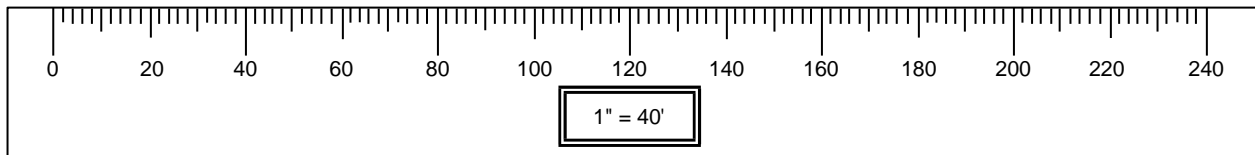
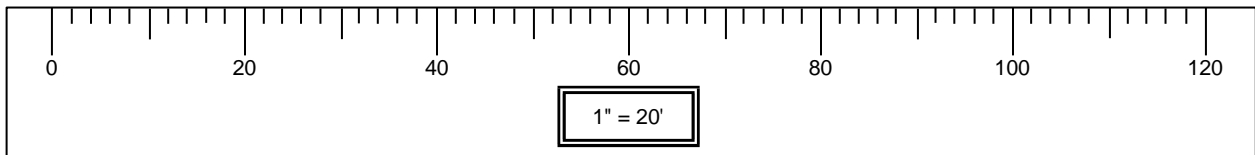
INCLUDED	REQUIRED INFORMATION
	Show <b>address, tax lot</b> and <b>map number</b> of property
	Drawing to be to <b>scale</b> – show scale on drawing (Example: 1" = 20')
	Show orientation of lot to North ( <b>north arrow</b> )
	Show location of all <b>property lines</b> and <b>property dimensions</b> – existing and proposed
	Show all proposed and existing <b>structures</b> (label as 'proposed' and 'existing') with their <b>dimensions</b> and distance to all property lines and other structures
	Show all <b>building setbacks</b> and <b>separations</b>
	Show any and all <b>easements</b> of record and purpose of easement
	Show the location of the <b>sewer</b> and <b>water taps</b> , all other underground <b>utilities</b> to service the site and proposed locations of <b>water</b> and <b>sewer lines</b>
	Show proposed routing and location of underground drainage system ( <b>rain drains</b> and <b>crawlspace drains</b> ) and direction of <b>drainage</b> from house
	Show location and width of <b>driveway</b> and <b>apron</b> at depressed portion of curb and the type of material used.
	Show all <b>sidewalk</b> dimensions adjacent to the property
	Show location of creeks, wetlands and slopes with direction of slope

# HOW TO CREATE A SITE PLAN

Site Plan: A drawing of a property as seen from above.

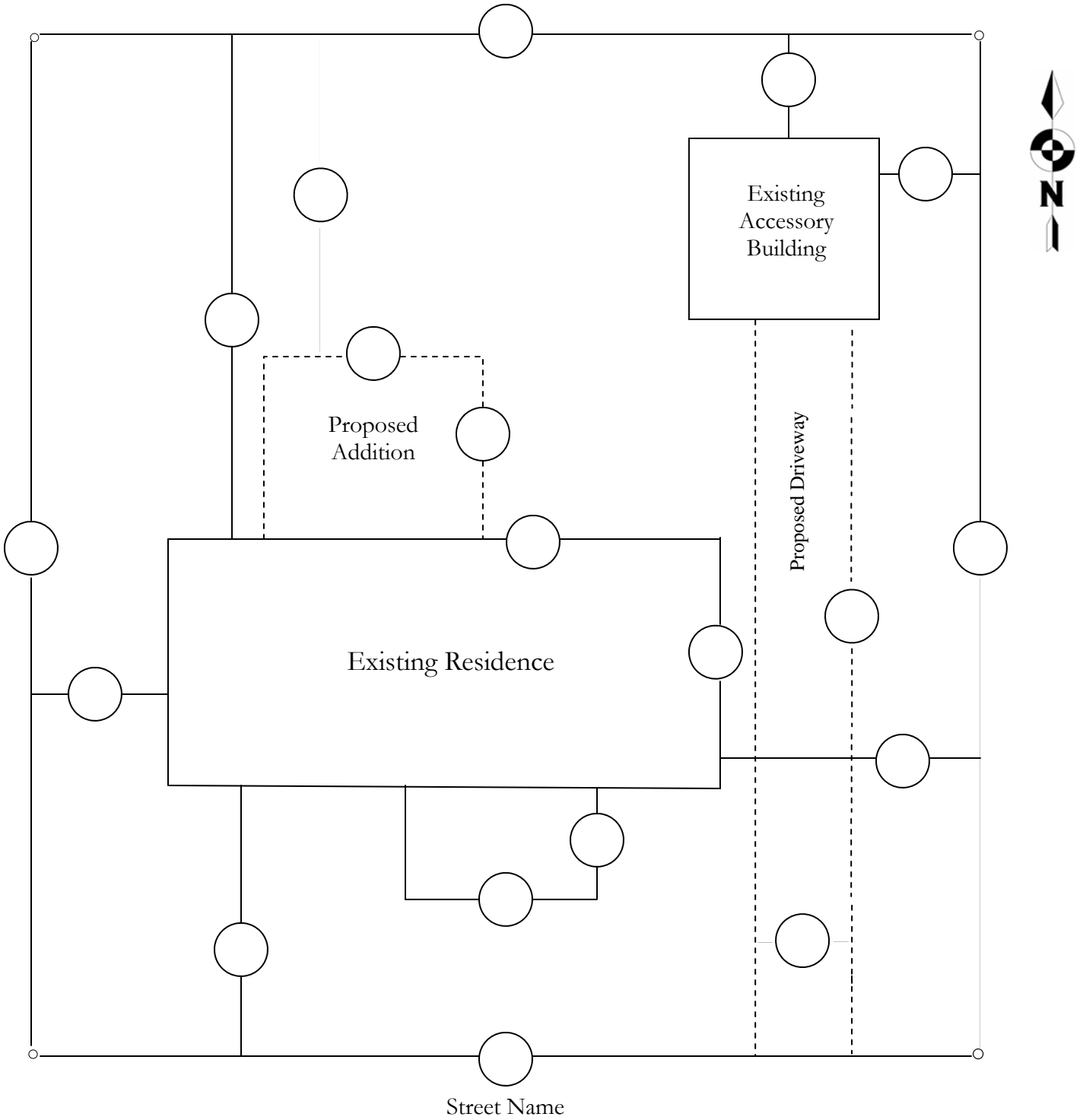
Show proposed improvements with exact size, shape and location of all existing and proposed buildings and structures, parking areas, driveways, patios and walkways.

- Larger commercial projects normally involve a Professional Engineer who will provide the necessary site plan.
- Projects that don't require the services of a Professional Engineer or Surveyor can be drawn by the property owner or builder, etc.
- On an 8½ x 11 sheet of standard paper, draw your individual property.
- Your drawing **MUST** be to scale and show adjacent street(s) with a direction arrow indicating north. Scales of 1" = 20', 1" = 40' and 1" = 60' are provided below. Simply print this page and cut out the scale that you wish to work with.
- Show ALL buildings, mobile homes, garages, sheds, driveways and any other structures on your property on the site plan, regardless of the reason for requesting a permit.
- If the requested permit is for an addition, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- After locating all structures on your property, show distances in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
- Sign and date your site plan drawing before submitting it with your permit application.



The drawing below is **SAMPLE ONLY**. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect **YOUR** property and **YOUR** project. Where the shapes of building(s) differ, include measurements for the offsets from the lot lines or other parts of the building(s). The last page is an example of a professionally drawn commercial site plan.

# SAMPLE RESIDENTIAL SITE PLAN

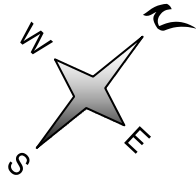


Site Address \_\_\_\_\_

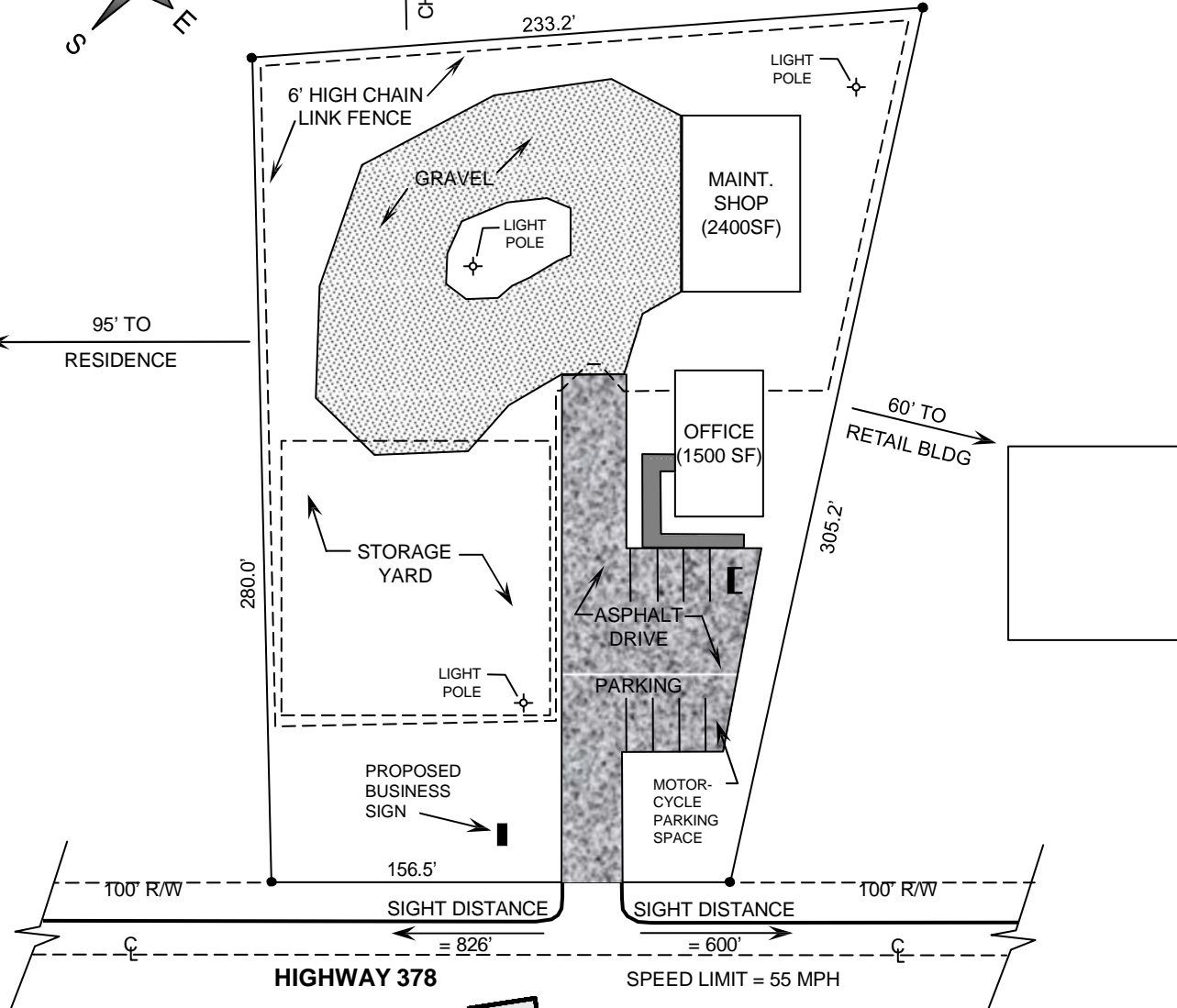
Tax Lot Number \_\_\_\_\_

Scale \_\_\_\_\_

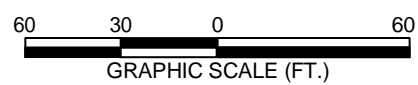
**Note:** On the site plan you create, please show distances in feet where you see circles shown on the Sample Site Plan above.



ITEM	DESCRIPTION
PROJECT LOCATION:	NEAR THE INTERSECTION OF HWY. 378 AND NEAREST RD ON THE WEST SIDE OF THE TOWN OF LEXINGTON
TAXMAP NUMBER:	TMS# 000000-00-000
APPLICANT NAME:	NAME ADDRESS CITY, STATE, ZIP CODE PHONE NUMBER, FAX NUMBER, EMAIL
PROPERTY OWNER:	NAME ADDRESS CITY, STATE, ZIP CODE PHONE NUMBER, FAX NUMBER, EMAIL
DESCRIPTION OF USE:	CONSTRUCTION SERVICES/OFFICE, MAINT. SHOP AND STORAGE YARD
TOTAL DEVELOPMENT ACREAGE:	1.35+ ACRES
BUILDING HEIGHT:	OFFICE: 15 FEET AT PEAK MAINT. SHOP: 20 FEET AT PEAK



**SAMPLE**



COMMERCIAL  
SITE PLAN

PROJECT NAME  
ADDRESS  
CITY, STATE, ZIP CODE

SHEET  
1  
OF  
1

DATE:                      • SCALE: 1" = 60' • DRAWN BY: