



# ADU SITE PLAN & SUBMITTAL CHECKLIST

## MAP KEY AND CHECKLIST

### 1. General Information

- 1A. Lot No./Plat/Community Name
- 1B. Site Address- Address numbers should be posted and visible from the public right of way.
- 1C. Parcel Number
- 1D. Name of Parcel Owner

### 2. Site Map Data

- 2A. North Arrow & Scale
- 2B. Property Lines & Lengths
- 2C. Setback Distances - from property lines to structures
- 2D. Street Name(s)

### 3. Structures and Improvements

- 3A. Footprint of All Structures - label as "Existing" or "Proposed"
- 3B. Main Floor Elevation of All Structures
- 3C. Dimensions of Structures
- 3D. Driveway or Pedestrian Access Dimensions
- 3E. Landscaping and/or Lawn Areas\*
- 3F. Show All Site Improvements - patios, decks, retaining walls, etc.; label as "Existing" or "Proposed"

### 4. Utilities

- 4A. Water Meter and Service Line
- 4B. Sewer Service Line and Cleanout - show STEP tank if applicable, septic systems should include locations of drain fields
- 4C. Stormwater Facilities and Pipes - On-Site Roof Drain, Surface drain, or Infiltration System, See Lacey SDM for details
- 4D. Other Utility Service Lines - Electric, cable, etc. where applicable
- 4E. Easement(s) and Dimensions – Where applicable

### 5. Natural Features

- 5A. Existing Trees/Tree Tract \_\_\_\_\_ (Number of trees)
- 5B. Required Plantings/Trees \_\_\_\_\_ (4 trees required per 5,000 sq feet of property)
- 5C. Surface Water Features (lake, pond, creek)
- 5D. Critical Areas & Buffers (wetlands, steep slopes, etc.)
- 5E. Ground Elevations\*\* - 1' contours and finished elevations at all property corners

### 6. ADU Design Guidelines (describe how these requirements are met)

- 6A. Privacy for Occupant and Neighbors \_\_\_\_\_
- 6B. Pedestrian walkway /Access to ADU \_\_\_\_\_
- 6C. Off-Street Parking Space \_\_\_\_\_
- 6D. Materials and Color Compatibility with House and Neighborhood \_\_\_\_\_

\* Note: For required Post-Construction Soil Quality and Depth, see Lacey PW Standard Plans 5-13 & 5-13.1

\*\* Note: Finished grade elevations adjacent to the foundation shall be sloped away from the building not less than 6 inches for a minimum of 10 feet or to property line, or show an approved alternate method of draining water away from building foundation.

Attach Your Site Plan to Building Permit Application

## EXAMPLE SITE PLAN

