



CITY OF PENDLETON

SITE PLAN SUBMITTAL CHECK LIST FOR MINIMUM ACCEPTABILITY

Project Address: _____ Owner's Name: _____

NOTE: This checklist is intended as a general guide for acceptance of plans for review. Completion of this list is not an approval of plans for construction. Once this checklist is fulfilled, plans will be checked for content, code compliance, and acceptance for approval.

CODES:

✓ = Acceptable

✗ = Not Acceptable

NA = Not Applicable to this project

- Two (2) site plan drawings to scale with north arrow. (Show scale bar or state scale on drawing)
- Lettering legible and at least 1/8-inch tall.
- Frontage street identification by name with address and/or lot, block, map number, and tax lot. Also provide information for adjacent properties identified by address and/or lot, block, map number, and tax lot.
- Location and type description for any retaining walls. For any wall over 4 feet tall, structural details and design calculations with Oregon Licensed Engineer's signed stamp must accompany site plan.
- Elevations or respective elevation difference at lot corners, finish floor, building corners, top of curb at lot corners and driveway entrance.
- Dimensions of lot and all buildings on site.
- Building setbacks. (Shown as perpendicular distance from lot line to building corners.)
- Location and size of all easements of record and identify purpose or use.
- Location of existing curbs, ramps, sidewalks, and edges of all concrete or pavement areas.
- Location of proposed curbs, ramps, sidewalks, and edges of all concrete or pavement areas.
- Location and width of driveway at curb line.
- Width and length of driveway. **Note: Must comply with Ordinance No. 3250, Section 25(J).**
- Rain drain downspouts and yard drain locations.
- Storm drainage pipe size, grade, and connection or outlet location, if applicable.
- Sanitary sewer service line. Identify size and location. Indicate point of connection to sewer main and location of required cleanout per City Standard Detail No. 317.
- Water service and meter locations. Identify size of existing and/or proposed service line.
- Show all other underground utilities serving the site.
- Show location of all above ground and/or overhead utilities.
- Mailbox location, if applicable.
- Identify all slopes greater than 25% (1 foot vertical to 4 feet horizontal).
- Direction of drainage from house and across the site. (Identify direction with flow arrows.)
- Identify any stream corridors or drainage ways adjacent to or across the property.

PRELIMINARY REVIEW BY: _____ **DATE:** _____

FINAL REVIEW APPROVED BY: _____ **DATE:** _____

