



# Site Plan Checklist – Large Project

Site Plans (also known as Plot Plans) are required for many City of Arcata permit applications, such as a Use Permit, Grading Permit, and Design Review Permit. However, not all of the information listed here may be required for your specific project. **Discussing your project with a Planner before submitting your application is important** – we want to keep the permitting process as simple and low cost as possible.

Submit one hard copy and an electronic version by email or on a flash drive. All plans must be:

- To scale (use a standard architect's or engineer's scale) with dimensions
- Detailed, complete, and accurate

Land Use Code for certain some items is cited for your information. You can read the Arcata Land Use Code in detail at <http://www.codepublishing.com/ca/arcata/>.

*You will not need to provide information for any items that are not applicable to your specific project. Speak to a Planner to be sure. Otherwise, provide all information indicated below.*

## BASIC SITE PLAN INFORMATION

- Property address and Assessor's Parcel Number(s)
- Name, address, phone number, and email address of the Applicant
- Name of designer and contact information
- North arrow and date of drawing
- Scale of drawing
- All property lines with dimensions
- Identification of adjacent streets, alleys, and other public property by name and dimensions (include storm drains, curbs, gutters, and sidewalks)
- Location and dimensions of all existing and proposed easements of record

## STRUCTURE INFORMATION

Structures labeled as "Existing" and "Proposed" with the following information:

- Shape of all structures with dimensions and yard setbacks
- Size in square feet of each structure
- Height of each structure
- Identification of porches, decks, walkways and patios
- Identification of roof overhangs, bay windows, chimneys and other architectural features
- Existing and proposed use of each structure

## SURFACE AND UNDERGROUND INFORMATION

- Location, dimension, and square footage of all existing and proposed impervious and semi-impervious areas (access drives, driveways, turnarounds, walkways, etc.)
- Existing and proposed utility lines and facilities with sizes and capacity (electric, gas, phone, sewer, water, cable, etc.) Location of recycling and solid waste collection areas.
- Landscaped areas with an indication of vegetation to be removed (see §9.34 and Landscape Checklist)
- Proposed grading and/or fill (estimate volume) – include sediment and erosion control measures as applicable (§9.64)

## STORMWATER INFORMATION:

- Complete the Humboldt LID Stormwater Manual "Stormwater Information Sheet"



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## AREAS SUBJECT TO FLOOD AND OTHER HAZARDS

Areas subject to inundation or flooding (§9.60):

Creeks, rivers, sloughs, ponds, wetlands, and other drainage courses (§9.59)

Natural area (if applicable) with dimensions and setbacks to structures (§9.52)

Ground elevations and contour lines for sloping sites or where earth grading is proposed

Direction of existing and proposed surface water runoff

Historical buildings and known archaeological resources, scenic areas, and protected landscape features

Clear identification of exactly what work is to be completed, including changes that are proposed to the physical features of the site or to existing structures

Written or graphic description of project conformance with §9.54 Resource Conservation and §9.56 Solar Siting requirements

Other natural hazard areas

## ZONING & PROJECT INFORMATION *Enter NA for items not applicable to your application*

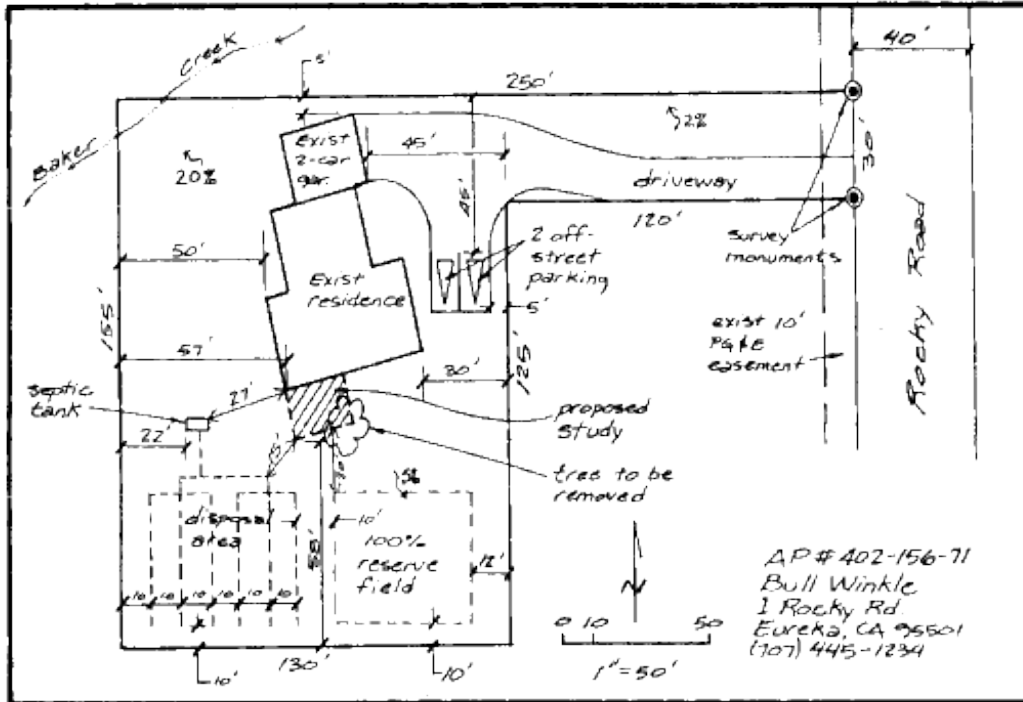
Parcel Zoning				<u>Existing</u>	<u>Proposed</u>
		Lot Area (SF)			
		Number of Dwelling Units			
		<u>Existing</u>	<u>Proposed</u>		
Square Footage of All Structures:	Primary Structure				
			Totals →		
Area of Site Coverage (SF):	Primary Structure	<u>Existing</u>	<u>Proposed</u>		
			Totals →		
Area of Landscaping (SF)					
Area of Driveway + Off-Street Parking (SF)					
Number of Parking Spaces					
Number of Loading/Unloading Spaces					
Number of Bicycle Parking Spaces					

*The requirements above are subject to changes or additions. Applications may also require additional information.*



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## SAMPLE SITE PLAN



## STORMWATER INFORMATION SHEET

### Instructions

Construction and development projects within portions of unincorporated Humboldt County (McKinleyville, the greater Eureka area, and Shelter Cove) and the Cities of Eureka, Arcata, Fortuna, and Trinidad are subject to stormwater runoff and pollution control requirements of State Water Resources Control Board Water Quality Order No. 2013-0001-DWQ; NPDES General Permit No. CAS0000004 [Municipal Separate Storm Sewer (MS4) General Permit].

The following checklist is to be completed by you (the applicant) to determine which plans and specifications for stormwater runoff control are required as part of a Building or Development Permit application for projects located in areas subject to MS4 requirements.

### I. Construction Project Information and Checklist (Completed by Applicant)

Site Location Address: \_\_\_\_\_

Assessor Parcel Number (APN): \_\_\_\_\_

Anticipated Construction Start

Date: \_\_\_\_\_

Anticipated Construction Completion

Date: \_\_\_\_\_

Total area of Land Surface Disturbance: \_\_\_\_\_ square ft. or \_\_\_\_\_ acres

If project disturbs  $\geq 1$  acre of land surface then provide the State Construction General Permit WDID No.: \_\_\_\_\_

Check and/or list all applicable permits directly associated with project construction or grading activity:

☐ State Construction General Permit (CGP)

☐ Other (list): \_\_\_\_\_

☐ State 401 Water Quality Certification

☐ U.S. Army Corps 404 Permit

☐ CA Fish and Wildlife 1600

Is the construction site part of larger common plan of development or sale (check as applicable)?

☐ YES

☐ NO

☐ Unknown

Name of larger common plan/project (if applicable): \_\_\_\_\_

Impervious Surface Area:

Pre-Project

New or Replaced

Total Post-Project

Impervious Surface: \_\_\_\_\_ square ft.

Impervious Surface: \_\_\_\_\_ square ft.

Impervious Surface: \_\_\_\_\_ square ft.

Check Project Type as determined from LID Manual Part A, Table 1 - Applicable Post-Construction Standards Based on Project Type

Project Type:

Notes:

☐ Exempt

Sign and Certify this form.

☐ Small Project

Sign and Certify this form.  
Follow instructions in Part B of LID Manual.

☐ Regulated Project

Sign and Certify this form.  
Follow instructions in Part C of LID Manual

☐ Regulated Project with  $\geq 1$  acre of created or replaced impervious surface

Sign and Certify this form.  
Follow instructions in Part C of LID Manual.

☐ Regulated Redevelopment, Roads, or Linear Underground Project

Sign and Certify this form.  
Requirements vary; contact County or City Department with project jurisdiction.

Stormwater runoff from the project site discharges to (check as applicable):

☐ Storm Drain System  
(including road side ditches and other conveyances)

☐ Directly to waters of the State or U.S.  
(e.g. river, lake, stream, ocean, wetland)

Name of Waterbody: \_\_\_\_\_

Name of nearest waterbody receiving runoff from site: \_\_\_\_\_

Indicate distance from project site to nearest watercourse: \_\_\_\_\_ ft.

If your project is covered under the State Water Resources Control Board Construction General Permit (CGP), attach a copy of the submitted Stormwater Pollution Prevention Plan (SWPPP) including the Notice of Intent and WDID Number.

If a CGP is not required for your project, submit appropriate construction site BMP plans as required by County or City Department with project jurisdiction.

### II. Certification (Completed by Owner or Authorized Applicant/Agent)

I, the below signed, confirm that I have accurately described my project to the best of my ability, and that I have not purposely omitted any detail affecting my project's classification for stormwater regulation

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### III. For Official Use Only

Permit No.: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Received By: \_\_\_\_\_

