



# 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

## Existing

## Proposed

**Lot Area (SF)**

## Number of Dwelling Units

Existing      Proposed

**Square Footage of All Structures:** Primary Structure

\_\_\_\_\_

*Totals* →

### **Area of Site Coverage (SF):**

## Primary Structure

Existing      Proposed

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**Totals** →

### Area of Landscaping (SF)

### Area of Driveway + Off-Street Parking (SF)

### Number of Parking Spaces

### Number of Loading/Unloading Spaces

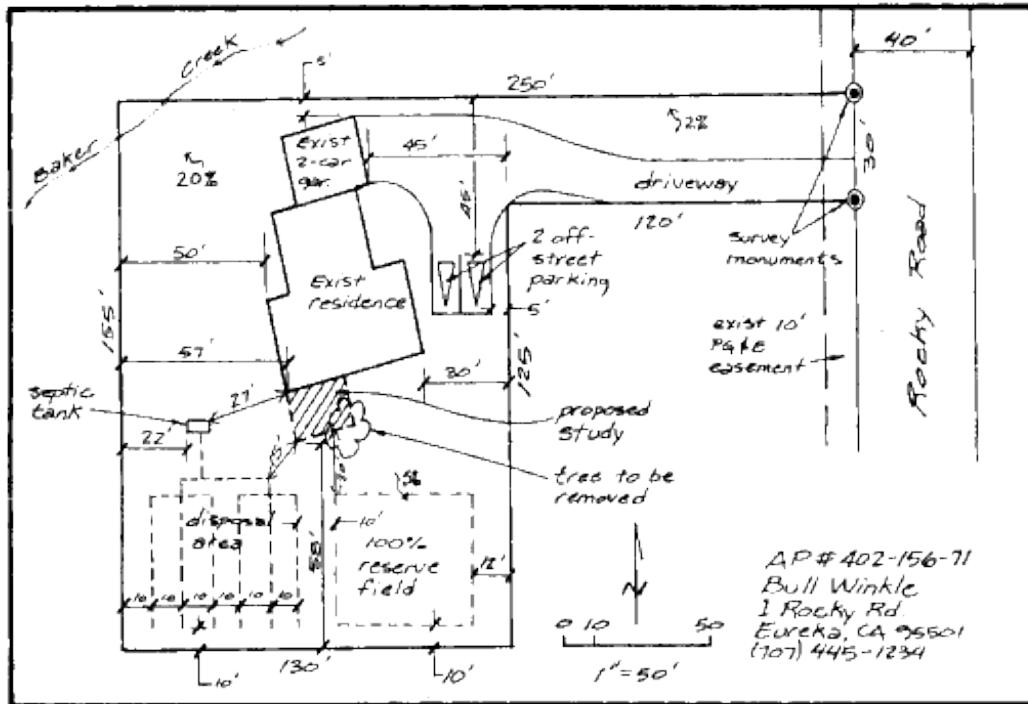
### Number of Bicycle Parking Spaces

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



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## SAMPLE SITE PLAN



<b>STORMWATER INFORMATION SHEET</b>		
<b>Instructions</b> 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. CAS000004 [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.		
<b>I. Construction Project Information and Checklist (Completed by Applicant)</b>		
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: _____ <input type="checkbox"/> State Construction General Permit (CGP) <input type="checkbox"/> Other (list): _____ <input type="checkbox"/> State 401 Water Quality Certification    _____ <input type="checkbox"/> U.S. Army Corps 404 Permit    _____ <input type="checkbox"/> CA Fish and Wildlife 1600    _____		
Is the construction site part of larger common plan of development or sale (check as applicable)?		Name of larger common plan/project (if applicable): _____
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown		
<b>Impervious Surface Area:</b> Pre-Project Impervious Surface: _____ square ft.    New or Replaced Impervious Surface: _____ square ft.    Total Post-Project 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: _____		
<input type="checkbox"/> Exempt    Sign and Certify this form. <input type="checkbox"/> Small Project    Sign and Certify this form. Follow instructions in Part B of LID Manual. <input type="checkbox"/> Regulated Project    Sign and Certify this form. Follow instructions in Part C of LID Manual. <input type="checkbox"/> 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. <input type="checkbox"/> 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): <input type="checkbox"/> Storm Drain System    (including road side ditches and other conveyances) <input type="checkbox"/> Directly to waters of the State or U.S. (e.g. river, lake, stream, ocean, wetland) <input type="checkbox"/> 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.		
<b>II. Certification (Completed by Owner or Authorized Applicant/Agent)</b>		
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: _____
<b>III. For Official Use Only</b>		
Permit No.: _____		Submittal Date: _____
		Received By: _____