



# Site Plan Checklist – Small Project

Site Plans (also known as Plot Plans) are required for many City of Arcata permit applications, but not all of the information listed here may be required for your specific project. **Discuss your project with a Planner before submitting your application** to keep the permit 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, with property and building dimensions
- Detailed, complete, and accurate

*You may not need to provide information for all the items listed below – check with a Planner to make sure.*

**INCLUDE THE FOLLOWING INFORMATION ON YOUR SITE PLAN:**

Property address and Assessor's Parcel Number(s)

Name, address, phone number, and email address of the property applicant

The drawing scale – any standard scale is acceptable (speak with a Planner if you are not familiar with scales)

Property lines with dimensions, with North arrow and date of drawing (and any revision dates)

Adjacent streets, alleys, and other public property, labeled by name

Existing and proposed utility lines and facilities with sizes and capacity (electric, gas, phone, sewer, water, cable, etc.)

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

Shape, dimensions, height, and square footage of all structures (include yard setbacks, if known)

#### Location of porches, decks, walkways and patios

Roof overhangs, bay windows, chimneys and other architectural features

Location, type, and square footage of both existing and proposed impervious, and semi-impervious areas

(driveways, turnarounds, walkways, etc.)

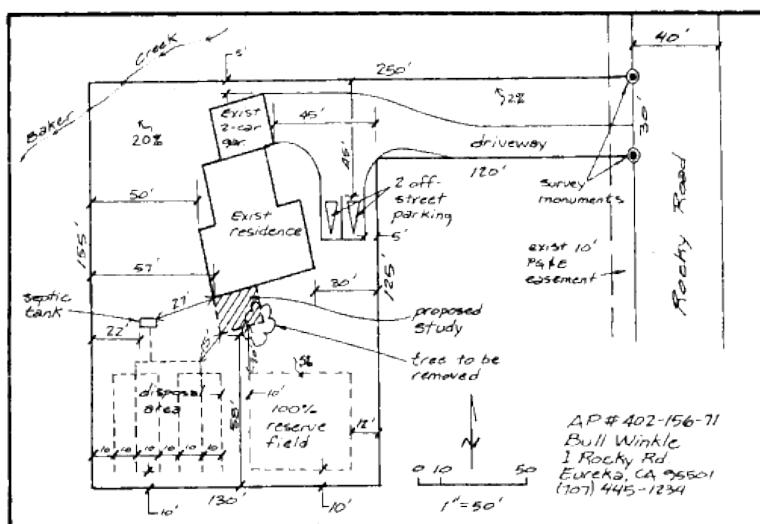
#### Location of any trees to be removed

Area(s) subject to: inundation or flooding; creeks, wetlands, or other drainage; natural areas

## STORMWATER INFORMATION:

Complete the Humboldt LID Stormwater Manual "Stormwater Information Sheet"

## SAMPLE SITE PLAN



City of Arcata · Community Development Department

736 F Street · Arcata CA 95521 · 707-822-5955 · [www.cityofarcata.org](http://www.cityofarcata.org)



# Site Plan Checklist – Small Project

**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

## Primary Structure

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*Totals*

### *Totals* →

Existing      Proposed

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

## Primary Structure

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*Totals*

### *Totals* →

*Requirements are subject to changes or additions. Applications may also require additional information.*

Arcata's Land Use Code describes the various uses and restrictions for properties within the City. You can read Arcata's Land Use Code in detail at <http://www.codepublishing.com/ca/arcata/>.

<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)    Directly to waters of the State or U.S. <input type="checkbox"/> (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.		
<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: _____