



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.)

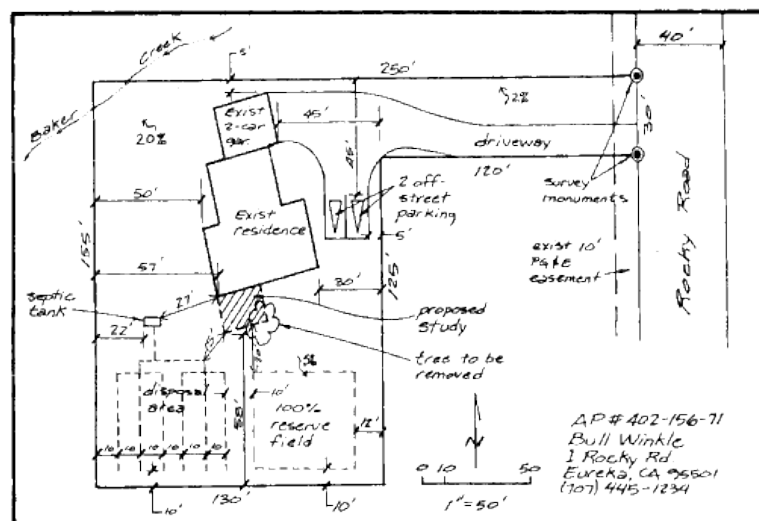
Location of any trees to be removed

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





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 ≥ 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 ≥ 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: _____

