

CITY OF ST. HELENS
Building Department

Site Plan Requirements for Single-Family Building Permits

- **What is a Site Plan?** A site plan is an accurate, scaled drawing of a piece of property showing its size and shape, and the size, shape and precise location of all the man-made features (buildings, structures, driveways, utilities, etc.) on the property.

Required information to be shown on a Site Plan: (2 copies)

- ❑ Lot Number
- ❑ Subdivision Name
- ❑ Address of project
- ❑ Columbia County's Tax Lot & Map Number
- ❑ North arrow
- ❑ Scale of drawing
- ❑ Location of all property lines and property dimensions.
- ❑ Location, size and shape of all structure(s) proposed for construction.
- ❑ Location, sizes and shape of all structure(s) currently existing on the site.
- ❑ Dimensions of all actual building setbacks – front, side, and rear.
- ❑ Finished floor elevation and Property Corner Elevation.
- ❑ Driveway location and dimensions. Must use current City details*.
- ❑ Identification of adjacent streets (by name), alleys or other adjacent public property.
- ❑ Location, dimensions and type of all easements on property.
- ❑ Sidewalk dimensions if adjacent to property, and street tree locations.
- ❑ Utility connections (i.e. locations of storm drainage, sanitary sewer and water line, including storm and sewer stub-outs).
- ❑ Erosion control details (i.e. gravel driveway and/or location of silt fence, if applicable).
- ❑ Existing and proposed contours in sufficient detail to show slopes, cuts, fills and drainage pattern.

***Standard Driveway Details:** For further information, please see the City of St. Helens Driveway Standards handout available from the Building Department.