



City of Woodburn  
Community Development Department  
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## Instructions for Preparation of a Site Plan

A site plan must be current, drawn to scale on 8½ x 11 paper minimum, and show all property lines and easements. If unable to draw to scale, property lines must still be shown noting actual dimensions and total area.

### Required Site Plan Items:

- ☐ 1. North arrow.
- ☐ 2. Scale of drawing.
- ☐ 3. Street name accessing the parcel.
- ☐ 4. All property lines and dimensions, including total lot area in square feet.
- ☐ 5. Onsite driveways and private roads.
- ☐ 6. Existing and proposed structures – label as “*Proposed*” and “*Existing*”. For all structures, include dimensions and distance to property lines and other structures.
- ☐ 7. Total lot coverage by structures and total impervious area.
- ☐ 8. Utility lines and easements.
- ☐ 9. Right-of-way improvements – including sidewalks, required street trees, and fire hydrants.

### Additional Items (If Applicable):

- ☐ 10. Geographic features – ground slope and direction of slope, trees and other vegetation, escarpments, wetlands, streams, ponds, or other drainage ways.
- ☐ 11. Wells – existing and proposed on this parcel and adjacent parcels within 100 feet.
- ☐ 12. Fences and retaining walls – location of existing and/or proposed.
- ☐ 13. Septic system and replacement area – Show existing septic tank, drain field lines and distance from structures and property lines.
- ☐ 14. Elevations – at lot corners or construction area and at corners of building site.

**Failure to include the necessary items may cause delays in the necessary building permit application review.**