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THE CITY OF ESTACADA REQUESTS A **MINIMUM OF 3 WEEKS** TO COMPLETE THE REVIEW PROCESS; WE CAN OFTEN COMPLETE THE PLAN REVIEW EARLIER IF ALL THE NECESSARY INFORMATION IS SUBMITTED.

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**~ PLOT PLAN CHECKLIST ~**  
(1 COPY OF YOUR PLOT PLAN IS REQUIRED)

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PLEASE BE SURE **ALL OF THE INFORMATION** BELOW IS INCLUDED ON THE PLOT PLAN PRIOR TO SUBMITTAL.

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- APPLICANT'S NAME AND ADDRESS
- LOCATION OF THE PROPERTY:
  - PROVIDE THE TOWNSHIP, RANGE, SECTION, TAX LOT # **AND** STREET ADDRESS
- DIRECTION OF NORTH
- SCALE
  - EXAMPLE: 1" = 20'
  - IF NOT DRAWN TO SCALE, ALL MEASUREMENTS/DIMENSIONS MUST BE CLEARLY INDICATED ON THE PLOT PLAN.
- THE LENGTH AND LOCATION OF ALL PROPERTY LINES MUST BE CLEARLY INDICATED.
- THE SQUARE FOOTAGE OF THE LOT OR PARCEL.
- USE, LOCATION, SQUARE FOOTAGE AND DIMENSION OF ALL PROPOSED AND EXISTING STRUCTURE(S) MUST BE INDICATED. (DISTINGUISH THE USE OF BUILDINGS OR PORTIONS OF BUILDINGS.)
- INDICATE THE HEIGHT ABOVE GRADE AND NUMBER OF STORIES FOR ALL PROPOSED AND EXISTING STRUCTURE(S) THAT EXCEED ONE STORY.
- INDICATE THE LOCATION OF THE EXISTING OR PROPOSED ACCESS AND TYPE OF SURFACING THAT WILL BE PROVIDED. (NOTE: ENGINEERING MAY REQUIRE ADDITIONAL INFORMATION ON THE WIDTH, GRADE, AND STREET DRAINAGE FOR NEWLY CREATED OR EXPANDED ACCESS.)
- INDICATE THE LOCATION AND TYPE OF ANY EXISTING OR PROPOSED FENCING OR RETAINING WALLS. (NOTE: NO FENCE MAY EXCEED 6' IN HEIGHT.)
- DIMENSIONS OF ALL STRUCTURES, DRIVEWAYS AND UTILITIES.
- SETBACK DISTANCES FROM PROPERTY LINES TO ALL NEW AND EXISTING STRUCTURES.
- INDICATE THE LOCATION AND DISTANCE OF THE CLOSEST FIRE HYDRANT.
- LOCATION OF EXISTING AND PROPOSED STORM DRAINAGE, WATER, ELECTRIC AND SEWER LINES.
- LOCATION AND DIMENSION OF ANY PROPOSED OR EXISTING STRUCTURES AND UTILITIES.
- STREET NAMES OR RIGHT-OF-WAY MUST BE INDICATED ON THE PLAN.
- APPROXIMATE GROUND SLOPE AND DIRECTION OF THE SLOPE. (NOTE: SUB-GRADE AND FINAL GRADE MUST BE INDICATED.)
- ELEVATION OF EACH PROPERTY CORNER AND MAJOR GRADE BREAKS IF ANY. FINISHED FLOOR ELEVATION OF EACH STRUCTURE AND GARAGE. CURB ELEVATION AT CENTER OF DRIVEWAY. (NOTE: GEOTECHNICAL ANALYSIS IS REQUIRED ON ANY LOT EXCEEDING 33% GRADE.)
- EROSION CONTROL PLAN.**
- UTILITY/ACCESS EASEMENTS **MUST BE SHOWN** ON THE PLOT PLAN.

PARKING AREA INFORMATION:

- **SINGLE FAMILY AND DUPLEX RESIDENTIAL:**
  - ♦ INDICATE THE LOCATION, INCLUDING THE DIMENSION OF TWO PARKING SPACES FOR EACH DWELLING UNIT (EACH SPACE SHOULD HAVE A MINIMUM DIMENSION OF 9'X18'.)
  - ♦ TYPE OF SURFACING MUST ALSO BE INDICATED. (NOTE: CITY CODE REQUIRES OFF-STREET PARKING BE A HARD NON-POROUS SURFACE.)
- **FOR ALL USES EXCEPT SINGLE FAMILY AND DUPLEX RESIDENTIAL, THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE PLAN:**
  - ♦ OVERALL LAYOUT OF ALL PARKING SPACE AND MANEUVERING AREAS. THIS MUST INCLUDE DIMENSIONS OF THE SPACES AND MANEUVERING AREAS, DEGREE OF ANGLED PARKING, AND TYPE OF SPACES PROPOSED (STANDARD, COMPACT, HANDICAP, LOADING SPACES, ETC.)
  - ♦ LOCATION OF PROPOSED AND EXISTING CURB CUTS AND THEIR DESIGNATED USE AS AN ENTRANCE, EXIT OR BOTH.
  - ♦ LOCATION AND DESCRIPTION OF TRAFFIC DIRECTIONAL OR INFORMATIONAL SIGNS (INCLUDING PAVEMENT SIGNS)
  - ♦ LOCATION OF WHEEL STOPS.
  - ♦ KIND, AMOUNT AND LOCATION OF LANDSCAPING ALONG PERIMETER, RIGHT-OF-WAY OR PROPERTY LINE IF THERE ARE TEN OR MORE SPACES.
  - ♦ DESCRIPTION OF LIGHTING, IF ANY.
  - ♦ SIZE AND LOCATION OF STORM DRAINAGE SYSTEM COMPONENTS EXISTING AND PROPOSED.
  - ♦ TYPE OF SURFACING MUST BE INDICATED. (NOTE: CITY CODE REQUIRES OFF-STREET PARKING BE A HARD NON-POROUS SURFACE.)

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**PLEASE BE SURE ANY INFORMATION PERTAINING TO YOUR PROPERTY IS INCLUDED ON THE PLAN.**

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- LOCATION OF ANY EXISTING OR PROPOSED WELLS ON THIS OR ADJACENT PROPERTIES.
- LOCATION OF THE SEPTIC TANK OR DRAIN FIELD (IF ANY)
- POSITION OF ALL CREEKS, STREAMS, PONDS, SPRINGS OR OTHER DRAINAGEWAYS.