Public Works



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DEVELOPMENT ASSISTANCE BROCHURE #2 Site Plans

The City of Kent Engineering Department has prepared this brochure to supplement its adopted Construction Standards. The information below may clarify those standards, and offer practical advice on City of Kent procedures. The Director of Public Works has authority to give needed interpretations for Construction Standards, and this document also reflects those interpretations.

Site plans shall be on 22 x 34 or 24 x 36 inch paper unless otherwise approved by the Development Engineer. One 8 ½ x 11 copy should also be turned in with these plans to aid in the Fire Department's review for assigning street addresses. Each plan shall contain the following items at a minimum:

- 1. Engineering Scale (i.e. 1" = 10', 1" = 20', etc. 1" = 20' is generally the preferred scale, while 1" = 50' is the smallest desired scale. An architectural scale such as 1/8" = 1' or 1/4" = 1' should not be used for the site plan.
- 2. North arrow. NOTE: North arrows shall either point to the top of the page or to the right side of the page only!
- 3. A vicinity map, with its own north arrow, which clearly shows the site with respect to public streets and other parcels and developments.
- 4. All property lines, including lengths and bearings.

- All existing and proposed public and private roads, as well as road right-of-ways and easements. Include dimensions, right-of-way centerlines, painted roadway centerlines and fog lines, curbs and gutters, sidewalks, curve radii, edges of pavement, street lights, junction boxes, catch basins, manholes, fire hvdrants, and all other improvements. Include all existing driveways within 300 feet of the property.
- Existing and proposed water main sizes and locations, including valves, and existing and proposed fire hydrant locations.
- 7. Show and label all easements: i.e., utility, railroad, ingress and egress, drainage, sanitary sewer, etc. within 100 feet of the development site.
- Property Owner names or Development 8. Names for all abutting properties.
- **9.** All manmade or natural features (manmade structures of all kinds, streams, creeks, drainage ditches, railroad tracks, hills, depressions, trees 6 inches or larger in diameter, steep slopes, lakes, etc.) on-site or adjacent to the site.
- 10. Setback dimensions from all property lines and from Sensitive Areas such as wetlands, steep or unstable slopes, and Sensitive Area Tracts / Native Growth Protection Tracts.

- **11.** Existing and proposed building locations with all relevant dimensions, including height, and the distances between adjacent buildings.
- **12.** All existing and proposed on-site utilities: i.e. water lines, stormwater pipes, catch basins and stormwater management systems, gas lines, electricity lines, transformers, telephone lines, etc.
- 13. Occupancy uses (warehouse, manufacturing, office, retail sales, etc.). Show mezzanines and use by story as applicable. Include the ITE Land Use Code for the proposed land use when known. See <u>DAB #6-9</u>, Trip Generation Guidelines, for additional information about ITE land use codes.
- **14.** All proposed overhead and man door locations. (Indicate dock-high or ground-level loading for all overhead doors).
- **15.** Fire and emergency vehicle turnaround areas, and the maneuvering paths for a fire truck entering and exiting the site. See item 16 below for additional maneuvering path requirements.
- 16. Truck Maneuvering Diagrams are required for all commercial and industrial developments. See <u>DAB #6-4</u>, Vehicle Maneuvering Diagrams, for additional information on maneuvering diagrams.
- 17. Vehicle loading and unloading areas. Include truck loading and maneuvering area dimensions. NOTES: The 100 foot clear maneuvering area required for dock high loading [KCC 15.05.060 (D)] must be maintained for a minimum distance of 75 feet on both sides of the dock door, to permit trucks to make a direct turn out of the dock. The 45 foot clear maneuvering area required for ground level loading [KCC 15.05.060 (E)] must also be maintained for a minimum distance of 75 feet on both (or either) sides of the dock door for the same reason.

- 18. On-site queuing length for drive up lanes at banks, fast food restaurants, etc. A minimum storage length of 3 vehicles, or 75 feet, shall be provided without encroachment into drive aisles, unless more storage length is required by the City Transportation Engineer for the development. See <u>DAB #6-3</u>, Access Management, for additional information regarding minimum queuing (or stacking) requirements.
- 19. Hard-surfaced areas including compacted earth, gravel surfaces, and paved surfaces (indicate each area separately). Include driveway width(s) and surface materials (asphalt concrete pavement, crushed surfacing, or Portland cement concrete pavement).
- 20. Parking areas and stall locations, and widths and lengths of spaces, including handicapped spaces, curbing and wheel stop details. Include angle of parking (90 degrees, 70 degrees, 53.1 degrees, etc.), and aisleway width distances from back-of-stall to back-of-stall or to curb lines, etc.
- 21. Sidewalks or walkways conforming to ADA requirements, including locations, 5-foot minimum widths (or approved widened locations for pedestrians to pass), walkway grades and slopes, and surface types. Indicate all provisions and locations for handicapped access.
- **22.** Proposed landscaping areas. (Include densities, types, heights, and details as needed to assess the landscaping requirements.) See <u>DAB #5</u>, Landscape Plans, for additional information on this topic.
- **23.** Differentiate between developed portions of a parcel, and undeveloped / natural areas of a parcel, and between areas set aside for future development.

- **24.** Outside storage areas, a description of what is to be stored outside, and the types of surfaces for storage areas.
- **25.** Existing and proposed fences (type and height, with details as applicable).
- **26.** Existing and proposed trash dumpster location. (Include details as applicable.)
- 27. Biofiltration swales, and/or biofiltration strips, or other approved water quality facilities and their relationship to required landscaping areas. See <u>DAB #5</u>, Landscape Plans, for additional information regarding biofiltration swales within landscaping areas. See <u>DAB #5-6</u>, Biofiltration Swales and Strips, <u>DAB #5-7</u>, Wet Ponds, <u>DAB #5-8</u>, Constructed Wetlands, and <u>DAB #5-15</u>, Standard Grass Mixes, for additional information on these related topics.
- 28. Show sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions. See DAB #6-7, Sight Distance Requirements, for additional information on this topic.
- **29.** Legal description and Assessor's Tax Lot Number for the property.
- **30.** The name, address, and telephone number of the person preparing the Site Plan.
- 31. To expedite review and approval of Construction Plans, the Applicant should include copies of all relevant decision documents on a sheet or sheets in the plan set, and describe how each condition was addressed by the Applicant. At the very least include the City's File Numbers for the relevant ENV, SU, SP, V, CE, SMA, etc. decision documents.