

Submittal Standards Checklist

X	Description	# copies required
	Application	1
	Site / Erosion Plan	3
	Sewer / Water Availability**	1
	Foundation Plan***	2
	Floor Plan***	2
	Exterior Elevation***	2
	Sectional View	2
	Framing Details	2
	Energy Calculations	2
	Engineering Calculations	2

** Obtain Certificates of Sewer and Water Availability from Coal Creek Utility District, at 425.235.9200.

*** For construction plans to be accepted for review, all "Optional" items not being constructed must be crossed out in all plan copies.

Site / Erosion Plan Checklist

X	Description
	Dimensions of parcel; footprints and dimensions of existing and proposed structures, sheds, patios, decks, stoops, porches, driveways, and walkways
	Dimension distances between structures and property lines
	Setbacks shown / labeled
	Existing and proposed topography
	Location, type (utility, etc.) and dimensions of all easements
	Label and dimensions of pervious structures or pavement
	Footprint and outline of roof and eaves
	Location and dimensions of wells/septic systems
	Building, impervious, and hard surface coverages (calculated as percentages of total parcel; %)
	Building height (see note at right for calculation method)
	Average finished grade (see note at right for calculation method)
	Surface drainage (see flow chart at right for proper procedure)
	DS location and elevation table
	SDS connection
	Location of utilities
	Location of stormwater facility
	Silt fencing location(s)
	Construction entrance(s)
	Drawn at 1:20 scale and scale bar/text provided
	11x17 size sheets (larger is okay)
	Parcel ownership information and contact information
	North arrow
	Legal description (and/or attach plat, if possible)

Coverage and Setbacks Tip Sheet

	RESIDENTIAL						
	<i>(for more information, please reference NMC 128.12.030, Density & Dimensions)</i>						
STANDARD	R-1	R-4	R-6	R-8	R-12	R-18	R-24
Base Density: Dwelling Units per Acre	1	4	6	8	12	18	24
Max. Density: Dwelling Units per Acre	N/A	6	9	12	18	48	36
Min. Density: % of Base Density	N/A	75%	80%	80%	80%	N/A	70%
Min. Lot Width: Ft.	100	60	50	40	30	30	30
Min. Lot Width at Street: Ft.	30	30	30	30	30	30	30
Min. Lot Area: Sq. Ft.	40,000	7,500	6,000	4,000	3,600	3,600	3,600
Min. Front Setback: Ft.	30	10	10	10	10	10	10
Min. Side Setback: Ft.	10	5+	5+	5+	5	5	5
Min. Rear Setback: Ft.	25	20	20	20	25	25	25
Max. Height: Ft.	30	30	30	30	35	65	65
Max. Building Coverage: % of Lot Area	15%	35%	35%	35%	50%	50%	50%
Max. Hard Surface Coverage: % of Lot Area	20%	45%	45%	45%	60%	60%	85%
Max. Impervious Surface Coverage: % of Lot Area	20%	40%	40%	40%	55%	55%	70%

+ Total side yard setbacks must equal 15 feet in the R-1, R-4, R-6, and R-8 districts.

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12835 Newcastle Way #200
Newcastle WA 98056
425.649.4444 ext. 144



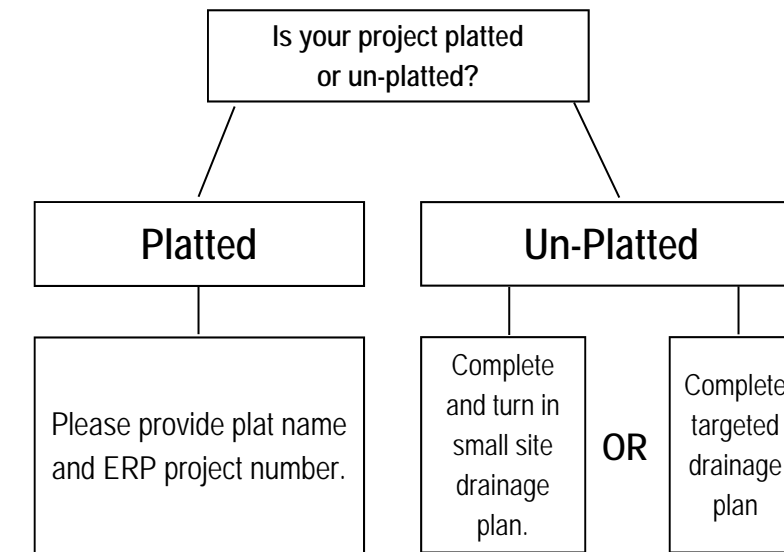
Completing or using this handout is not a substitute for reviewing and verifying your project in accordance with the City's Municipal Code.

Project Name _____

Project Address _____

Parcel Number _____

Drainage



Calculating Building Height :

Building height is calculated by subtracting the average finished grade elevation from the mean roof line elevation. Follow the three steps below:

- Average Finished Grade:** draw the smallest box that will fit around the outline of your house. Find the middle of each line and find the elevation of that spot. Add all four elevations together and divide by 4. This formula will calculate the average finished grade.
- Mean Roof Line Elevation:** For the highest main roof of your house, find the elevation of the highest peak and the highest eave. Add these elevations together and divide by two. This formula calculates the mean roof line elevation.
- Building Height:** Calculated by subtracting the average finished grade from the mean roof line elevation.