



CITY OF HOOD RIVER

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SITE PLAN CHECKLIST

All project applications submitted to the City of Hood River must include a Site Plan. Small projects only require a Site Plan (Level 1), and larger projects require a Civil Engineering Plan (Level 2).

Site Plan (Level 1): The following checklist is the minimum information a Site Plan shall include. Site Plans submitted to the City that do not address all required items as listed below, will be deemed incomplete.

- (1) Complete legend of symbols and line types used, plus a north arrow, bar scale, and accurate narrative scale on each sheet (Horizontal 1" = 20' Vertical 1" = 2')
- (2) Map & Tax Lot number, address, zoning, and subdivision/partition number
- (3) Property lines (surveyed) with dimensions and applicable lot and/or building setback lines
- (4) Existing and proposed easement(s) of record (location, dimensions, and purpose)

- (5) Clear depiction and extents of proposed work including location and dimensions of proposed street cuts
- (6) Existing and proposed building locations and lot coverage (sq. ft.) including roof overhangs graphically differentiated from foundations and exterior wall planes
- (7) Locations and dimensions of existing and proposed structures (including roads, curbs, gutters, sidewalks, driveways within 50 feet of property lines, decks, porches, retaining walls etc.)
- (8) Location and dimensions of existing and proposed driveways and parking areas that clearly define width, length, and material

- (9) Existing and proposed stormwater drainage flow paths
- (10) Size & location of existing and proposed public and private water, sanitary sewer, storm sewer utilities (including meters, lateral lines, pump systems)**
- (11) Location of existing and proposed buried utility lines such as power, phone, gas, cable, etc.**
- (12) Location of existing and proposed manholes, catchbasins, meter boxes, clean outs, fire hydrants, service boxes, valves, tee's, hand boxes, utility poles, pole anchors, cross walks, mail boxes, signs, bike racks, utility splice boxes, transformers or vaults, etc.**
****Location of public and private utilities shall be obtained via utility locates or as-built surveys****

- (13) Existing and proposed trees and/or vegetation within public rights-of-way and on private property (i.e. existing, to be removed, replacement trees, tree protection measures)
- (14) Existing and proposed topographic contours at two-foot (2') contour intervals unless otherwise approved
- (15) Existing and proposed grade elevations at property corners, building corners, and finished floor elevations
- Any other requirements or detail necessary to confirm that the proposed work is consistent with the requirements of City, State, and Federal codes and standards, as determined by the applicable City Department

Civil Engineering Plan (Level 2): A Civil Engineering Plan is required, and additional review and fees are applicable when, any of the conditions listed below apply to a permit application, or as determined by the City Engineer. A Civil Engineering Plan typically requires a Professional Engineer. The Engineering Department recommends scheduling a pre-design meeting PRIOR to submittal if you project falls into this category. Please refer to [Chapter 4 of the Engineering Standards](#) for additional details.

1. Excavation or fill that will result in elevation changes exceeding two feet (2') on any portion of the site excluding landscaping on developed property.
2. Construction of facilities, including grading, that may have an impact on stormwater runoff or downstream water quality.
3. 3,000 square feet, or more, of new impervious surface will be added to the site (i.e. new parking lots, structures, or other impervious surfaces that individually or in combination replace 3,000 square feet, or more, of existing pervious surface).
4. A combination of 6,000 square feet, or more, of impervious area will be added and/or reconstructed (i.e. 4,000 square foot of existing building reconstructed with the addition of a new 2,000 square foot parking lot, structure, or other impervious surface OR reconstruction of 6,000 square feet, or more, of existing impervious surface).
5. One (1) acre or more of land will be disturbed or when a [DEQ 1200-C](#) permit is required.
6. Dedication of public right-of-way.
7. Infrastructure will be constructed and dedicated to the City.
8. Construction and/or removal of retaining walls located within or impacting the right-of-way.
9. Demolition of significant surfaces or structures located within or impacting the right-of-way.
10. Proposed development on corner lots, lots without curb and gutter, streets not meeting City Standard (as shown in the [Transportation System Plan](#)).