

# RESIDENTIAL SITE PLAN CHECK LIST

2019

REQUIRED ON ALL BUILDING AND SITE PLANS FOR ONE AND TWO FAMILY DWELLINGS FOR NEW CONSTRUCTION, ADDITIONS OR REMODELS. THE FOLLOWING CHECK LIST MAY NOT BE ALL INCLUSIVE OF EVERYTHING NEEDED TO COMPLETE THE PLAN REVIEW PROCESS, BUT NONETHELESS IT MUST BE COMPLETED, SIGNED AND SUBMITTED BY THE PERMITTEE. INCOMPLETE SUBMITTALS WILL BE RETURNED UN-REVIEWED.

**SITE ADDRESS:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_

**CONTACT PERSON & PHONE #:** \_\_\_\_\_

N/A YES

- ONE (1) COPY OF BUILDING PLANS**
- ONE (1) COPY OF SIGNED AFFIRMATION OF KNOWLEDGE OF THE MISSOULA LIGHTING ORDINANCE**
- PLAN REVIEW FEE**
- ONE (1) COPY OF SITE PLAN**
- ONE (1) COPY OF SIGNED RES-CHECK (www.energycodes.gov) (HEATED STRUCTURES ONLY)**
- INTERNATIONAL ENERGY CONSERVATION CODE (IECC) FORM (NEW CONSTRUCTION/ADDITIONS ONLY)**
- FAIR HOUSING FORM SIGNED BY THE PROPERTY OWNER (NEW CONSTRUCTION ONLY)**
- WATER PIPING FIXTURE UNIT COUNT (NEW CONSTRUCTION - 3+ BATHROOMS)**
- ANY OTHER REQUIRED DOCUMENTS AS A CONDITION OF THE SUBDIVISION, SUCH AS SOILS LETTER, ELEVATION CERTIFICATIONS, ETC. IF THESE ITEMS ARE NOT INCLUDED IT MAY DELAY THE REVIEW AND APPROVAL OF PERMIT.**

NO YES

- 1. Grading and drainage: slope is equal to or greater than 5%? (If checked yes, please see appropriate section on second page.)
- 2. Hillside Standards: Is the area of development, (grading, driveways and structures) is equal to, or greater than 15%? (If checked yes, please see appropriate section on second page.)

N/A YES

**Please show the following on the site plan.**

- 3. North Arrow
- 4. Clearly indicate scale use on Site Plan. (1" = 20' minimum unless pre-approved by Permit Staff)
- 5. Existing and proposed buildings with distance to property lines and uses of buildings.
- 6. Boundaries and dimensions of property and property corners identified on site.
- 7. Distance from property line to curb or edge of street. (No reversed plans accepted.)
- 8. Existing and proposed curbs, sidewalks, driveways, curb cuts and locations.
- 9. Existing and proposed landscaping.
- 10. Distance between all structures.
- 11. Existing and proposed easements - access, utility, etc. - include location and size. (Structures are not allowed in easements.)
- 12. Names of streets and cross streets - include alleyways and all rights-of-way
- 13. Show parking designation and number of spaces: \_\_\_\_\_. Maximum drive way grade = 8%
- 14. Location and size \_\_\_\_\_ of existing and proposed water service line.
- 15. Water meter size \_\_\_\_\_ and location. If on well, list water line size.
- 16. Location and size of existing and proposed drainfield, STEP system, and/or sewer line.
- 17. Storm water drainage pathways. Discharge shall not impact buildings on adjacent properties.
- 18. Heights and types of fences, existing and proposed. (New fences or modifications of an existing fence may require a separate permit.)
- 19. Construction Shoring - location and type.
- 20. Swimming Pools - require a separate permit. Show drain line, size, location and connection.
- 21. Adjacent parks, open space or public trails
- 22. All overhead power lines. Include all power lines on any right of way abutting the property.

N/A YES

**Please show the following on the building plans:**

- 23. Garages and Carports     Attached  Detached                      # of buildings on site \_\_\_\_\_
- 24. Foundation
- 25. Floor framing
- 26. Wall framing
- 27. Conventional roof framing                       Truss engineering                       Engineering sheets not included
- 28. Room identification and intended use of each room.
- 29. Exterior building elevations of all structures. (Indicate scale used ie: 1/8" = 1')
- 30. Existing grade on elevation drawing.
- 31. Installing Radon Mitigation System.

GRADING, DRAINAGE AND HILLSIDE STANDARDS

MUST BE COMPLETED WHEN BUILDING ON A SLOPE GREATER THAN 5%

NO YES

- 32. Is the slope equal to or greater than 5%? (5' elevation in 100 lineal feet)

If you checked **NO** then **STOP** here.  
 If you checked **YES** then the following must be completed.

N/A YES

- 33. Existing and finished ground elevations at all building corners.
- 34. Spot elevations for driveway at street, garage floor and sea level elevation for one building corner.  
Maximum driveway grade = 8%
- 35. Use shading or crosshatch to indicate location of cut and fill and proposed slopes in excess of 2:1.
- 36. Existing and proposed drainage structures and flow lines.
- 37. Retaining walls including height and location (maximum height of 6' above grade).
- 38. Existing and proposed contours of not more than two foot (2') intervals for the entire lot.

MUST BE COMPLETED WHEN A BUILDING ON A HILLSIDE LOT WITH A SLOPE GREATER THAN 15%

NO YES

- 39. Is part of the proposed structure located on a slope greater than 15%? (15' elevation in 100 lineal feet)

If you checked **NO** then **STOP** here.  
 If you checked **YES** then a topographic map must be prepared by a professional engineer, licensed land surveyor or licensed architect and continue with check list.

N/A YES

- 40. A slope analysis on a topographic map with contour intervals of 2 feet
- 41. Proposed finish contours (after all proposed grading)
- 42. Protected ridgelines, as shown on the City of Missoula Ridgeline Map
- 43. Proposed erosion control and slope stabilization techniques
- 44. Surface hydrological conditions including natural drainage courses, streams, floodplains, wetlands and ponding areas
- 45. Location and types of significant vegetation including known rare and endangered plant species and general plant communities
- 46. Habitat areas for rare or endangered animal species
- 47. Proposed building and disturbance area
- 48. Grading treatments - use shading or crosshatch to indicate location of cut and fill and proposed slopes in excess of 2:1.
- 49. Driveways and other vehicular and pedestrian circulation routes

ATTEST: I hereby attest that the information submitted on this document and site plan is true and accurate.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Failure to complete this form and to provide all the requested information will result in the permit application being returned to the permittee for corrections.