



**CITY OF PORT ORCHARD**  
**Public Works Department**  
216 Prospect Street, Port Orchard, WA 98366  
Voice: (360) 876-4991 • Fax: (360) 876-4980

### **Abbreviated Plan Guidelines**

Plans shall be prepared utilizing a straight edge or Auto CAD (or similar computer drafting software) and features shall be drawn to scale. The drawing shall be sufficiently clear and of a large enough scale to clearly delineate the footprint of structures and other features described above.

The accepted abbreviated plan, together with the conditions imposed by the Department of Public Works following their review of the application, shall be kept on the project site during construction and made available to the City's inspectors upon request.

The abbreviated plan shall contain the following information:

1. Name, address, and telephone of the Applicant.
2. Name, address, and telephone of the person preparing the plan.
3. Parcel number(s) and legal description of property.
4. Scale and north arrow.
5. Legend, if symbols are used that are not labeled in the plan.
6. Vicinity map of sufficient clarity to locate the property.
7. Property boundaries, dimensions, and area (in square feet or acres).
8. Contour lines from the best available source spot elevations, or indications of direction and steepness of slopes, with the source clearly identified.
9. Adjoining street names.
10. Existing and proposed structures and other impervious surfaces such as parking lots, driveways, patios, buildings, etc.
11. Location of on-site and adjacent off-site waste treatment systems, such as septic tanks and distribution systems.
12. Existing and/or proposed utilities, with easements identified.
13. Established buffers, significant trees, and natural vegetation easements, if any.
14. Natural drainage channels, wetlands, water bodies, etc.
15. Clearing limits.
16. Areas to be graded, filled, excavated, or otherwise disturbed. The location of graded slopes should be indicated, together with the proposed steepness and height. The location of stockpiles, haul roads and disposal sites shall also be indicated.
17. The location of on-site and adjacent off-site wells, underground storage tanks, etc.
18. The location and type of erosion and sedimentation control measures proposed.
19. Single family residential lots with roofs and downspout drainage must be directed to an existing lot drainage stubout or to an individual downspout infiltration system.