



Preliminary Plot Plan Review - Instruction

Introduction

Prior to accepting a building application, the Humboldt County Building Department requires a complete submittal. This means that before starting your building permit application you will be required to submit a full set of construction plans and, depending on the scope of your development, other costly submittal documents. Before investing in these documents, the Building Division offers a preliminary plot plan review to help assess the viability of a proposed development. Keep in mind this review will only determine if there are any obvious complications. **Your development may require submittal documents not addressed with the Building Divisions preliminary plot plan review.** We recommend you do your own research and/or hire a design professional.

Project Description

To receive a quality plot plan review, ensure you have a well-defined project description. Generally speaking you want to describe the use of your proposed structure (residence, garage, shed, etc.), the size (square feet measured from exterior of foundation), the count (how many of those structures are being proposed), and the type of permitting. Types of permitting are listed below.

- New – If you are creating a new structure from the ground up.
- Addition – If you are adding square footage to an existing permitted structure.
- Remodel – If you are altering an existing permitted structure without adding square footage.
- Existing – If you are permitting an existing unpermitted structure.
- Conversion – If you are changing the use of an existing permitted structure.
- Demolition – If you are removing a structure.

For example, your project description might read “(1) New 1500 sq.ft. single-family residence”. This project description includes the number of these structures being proposed “(1)”, the type of permitting “New”, the size of the structure “1500 sq. ft.”, and the use of the structure “single-family residence”.

Instruction

Take the following steps to receive a preliminary plot plan review.

1. Use the site plan checklist on the next page to make your site plan (include project description on site-plan).
2. Email a PDF version of your site plan to buildinginspections@co.humboldt.ca.us. Format the email as follows.
 - a. **Subject:** *[APN] + Plot Plan Review Request.*
 - b. **Body:** Provide developer/owner contact info and details of your proposed development not shown on your plot plan. You can also ask project specific questions here.
 - c. **Attachment:** Your site plan as a PDF. Provide file name as: *[APN] + Site Plan.*
3. Wait. The Building Division will try to provide a response within 5 business days.

Site Plan Checklist

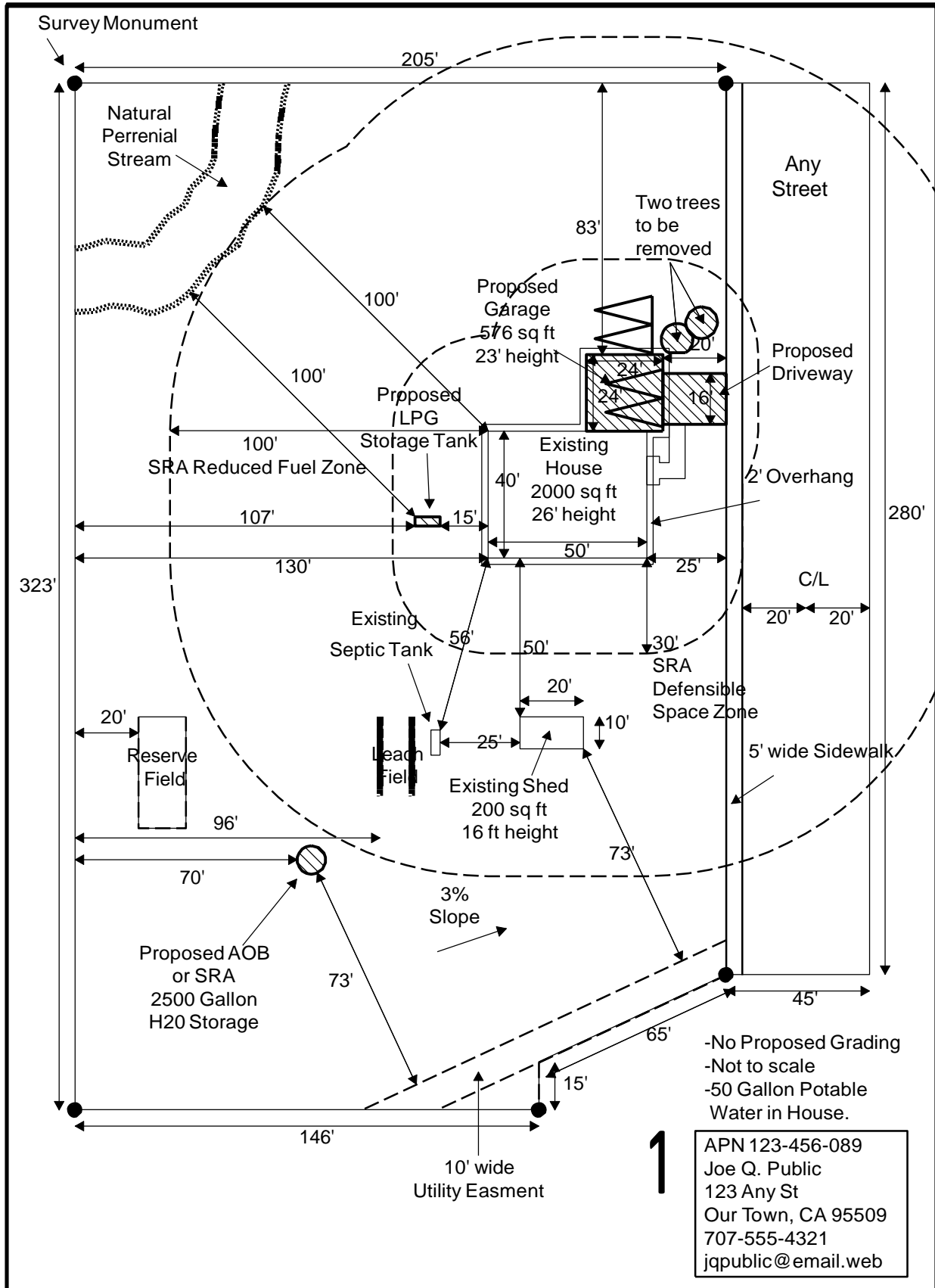
- **Submit two (2) copies of a complete site plan. See attached example on the back.**
- **Provide each item below. If items do not apply to your project, state so in a “Notes” section included on the site plan.**

- Assessor's parcel number, applicant's and owner's name, address, and phone number.
- Show the entire parcel with dimensions and the location of survey monuments.
- North arrow and scale (or state “Not to Scale”)
- Name and width of all existing and proposed access roadways adjacent to or within the subject parcel (indicate width of traveled way, percent of gradient, and type of roadway surface).
- Location, width, and type of all existing and proposed easements.
- Direction and percent of gradient for all slopes.
- Show location of all perennial & intermittent water courses (rivers, creeks, etc.), manmade or natural ponds, and wetland areas. Show Streamside Management Areas (SMA) and distance (setbacks) from these features to structures and property lines.
 - SMA buffer for perennial streams : 100 feet **
 - SMA buffer for intermittent streams : 50 feet **** Measured as the horizontal distance from the top of bank or edge of riparian dripline whichever is greater on either side of the stream.
- Show the location of all improvements, structures, and buildings.
 - Identify use & label as “existing” or “proposed” with dimensions and distance (setbacks) to property lines and structures.
 - Include floor area, height, projections & dimensions of porches (covered or uncovered), roof overhangs & other architectural features extending from structures.
- Within State Responsibility Area (SRA) for fire protection, show 30-foot defensible space zone and 100-foot reduced fuel zone around each structure.
- Show location of on-site water sources (label public or private).
- Driveway and off-street parking spaces (show individual parking spaces).
 - Turnouts and turnaround areas (indicate width, steepness, and type of roadway surface, include any required SRA turnouts; label as existing or proposed).
 - If commercial project, show loading zone and any required ADA parking and ramps.
- Any required curbs, sidewalks, and gutters.
- Trees to be removed.
- Proposed grading (estimate total volume of cut/fill in cubic yards).
- Propane or kerosene storage tanks.
- Septic tanks and leach fields (label primary and reserve areas, show distance to structures and property lines).
- Show AOB/SRA water storage facilities, identify gallon capacity (2500-gal firefighting and 50-gal potable) and location of hydrant (min 50' from structure) OR identify location of fire hydrant connected to a public water source (max 500' from structure).

Site Plan

(Example Only)

Directions to Site:
 Hwy 00 to Public Rd
 North on Public Rd to Any St



-No Proposed Grading
 -Not to scale
 -50 Gallon Potable Water in House.

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 APN 123-456-089
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 123 Any St
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 jqpublic@email.web