

## **Record Drawing Requirements for Property Conveyance**

All record drawings shall be clearly and accurately drawn to scale on paper a minimum of 8 1/2" x 11", and a maximum of 11" x 17", and shall contain the Record Drawing Checklist as shown in Figure 1.

The site plan must be drawn to one of four standard scales: 1"=20' or 1"=30' for parcels of *less than* one acre and 1"=40' or 1"=50' or 1"=60' for parcels *greater than* one acre. For an example of a complete site plan see Figure 2.

***All Record Drawings shall clearly indicate the following information:***

North arrow

Chosen Drawing Scale

Property lines and their dimensions orientated to the North Arrow

Existing buildings and above ground structures (driveways, garages, sheds, etc.) on the property within 100 feet of the onsite sewage system; residence(s) should include the number of bedrooms.

Existing sewage tanks and known or approximate/estimated drainfield(s), drywells, or seepage pits connected to all habitable buildings or structures on the property, located with respect to the buildings or structures that they are connected to and drawn at their approximate sizes and dimensions.

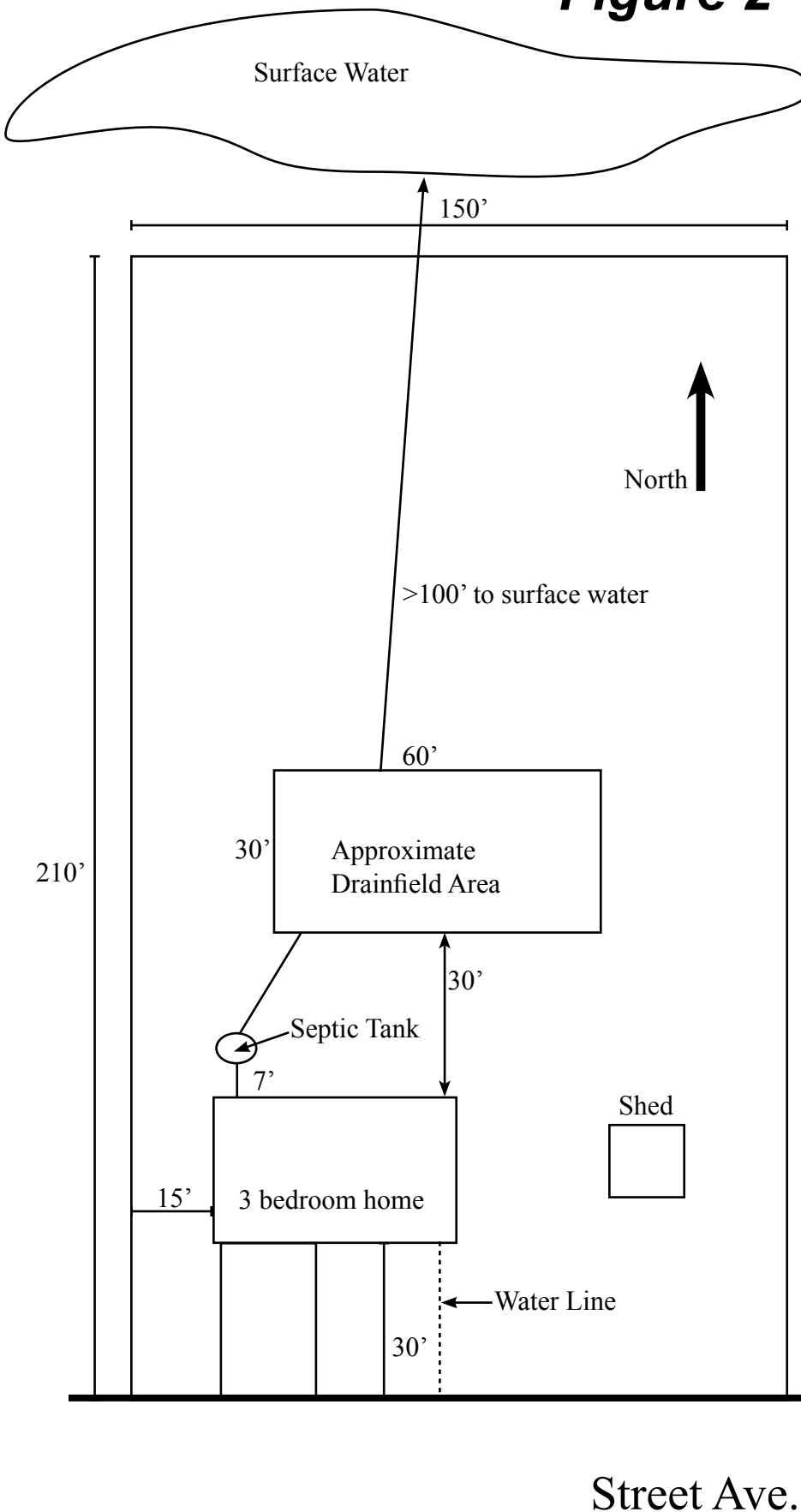
Existing wells or water lines or surface waters (salt water, lakes, or streams) on the property within 100 feet of the onsite sewage system.

Site owner, site address, and site tax account number  
Name of person who drew the site plan, and the date it was drawn.

**Figure 1**

<b>Record Drawing Checklist</b>	
All record drawings shall be clearly and accurately drawn to scale on paper a minimum of 8 1/2" x 11", and a maximum of 11" x 17"	
Site Tax Account Number:	
Site Owner:	
Site Address:	
Name of Person Who Drew The Record Drawing:	
Date of Record Drawing:	
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Indicate Chosen Scale: 1" = _____'
<input type="checkbox"/>	Property lines and their dimensions orientated to the North Arrow
<input type="checkbox"/>	Existing buildings and above ground structures (driveways, garages, sheds, etc.) on the property within 100 feet of the onsite sewage system; residence(s) should include the number of bedrooms.
<input type="checkbox"/>	Existing sewage tanks and known or approximate/estimated drainfield(s), drywells, or seepage pits connected to all habitable buildings or structures on the property, located with respect to the buildings or structures that they are connected to and drawn at their approximate sizes and dimensions.
<input type="checkbox"/>	Existing wells or water lines or surface waters (salt water, lakes, or streams) on the property within 100 feet of the onsite sewage system.

# Figure 2



<b>Record Drawing Checklist</b>	
All record drawings shall be clearly and accurately drawn to scale on paper a minimum of 8 1/2" x 11", and a maximum of 11" x 17"	
Site Tax Account Number:	12345678910123
Site Owner:	John & Jane Doe
Site Address:	183 Street Ave., Poulsbo
Name of Person Who Drew The Record Drawing:	John Doe
Date of Record Drawing:	December 25th, 2007
<input checked="" type="checkbox"/>	North arrow
<input checked="" type="checkbox"/>	Indicate Chosen Scale: 1" = <u>30</u> '
<input checked="" type="checkbox"/>	Property lines and their dimensions oriented to the North Arrow
<input checked="" type="checkbox"/>	Existing buildings and above ground structures (driveways, garages, sheds, etc.) on the property within 100 feet of the onsite sewage system; residence(s) should include the number of bedrooms.
<input checked="" type="checkbox"/>	Existing sewage tanks and known or approximate/estimated drainfield(s), drywells, or seepage pits connected to all habitable buildings or structures on the property, located with respect to the buildings or structures that they are connected to and drawn at their approximate sizes and dimensions.
<input checked="" type="checkbox"/>	Existing wells or water lines or surface waters (salt water, lakes, or streams) on the property within 100 feet of the onsite sewage system.