



**Town of Woodway**  
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## **STANDARDS FOR PLANS AND DRAWINGS**

The Town of Woodway standards for plans and drawings are necessary for clarity, for readability, and for permanent storage.

Please follow these standards as you prepare your illustrations. If you have any questions concerning your application, please visit or call the Town (206 542 4443) between 9 a.m. and 4 p.m., Monday through Friday.

**Sets of Plans** -- Submit plan sets grouped with like sheets together (e.g., architectural, landscape, civil, etc.). You may staple multiple sheets within like sets (e.g., civil sheets C1, C2, & C3).

**Combining Plans** -- Plan types can be combined. If you have any questions about combining plans, contact the Town. If different types of plans are combined, submit the higher number of sets indicated on the Submittal Requirements sheet.

**Type of Paper for Plans** -- Relatively heavy; blueprint quality, standard drafting paper, or copy bond. Tissue paper, graph paper, posterboard, cardboard, and similar materials cannot be accepted.

**Paper Size** -- For most plans, select one of the following sizes: 11" x 17", 18" x 24", 24" x 36", or 30" x 42". For Plats and Boundary Line Adjustments: 18" x 24". For Final Plats: 18" x 22". For Sign Permits: 8 1/2" x 11" or 8 1/2" x 14". Sign Master Plan: 11 x 17. For small building projects, 18" x 24" will be accepted as long as the detail is sufficient and readable.

Be consistent; don't mix sizes of drawings (exception: maps for recording). Do not attach information with clips, tape, glue, or staples.

**Title Block** -- Put title information on all sheets except the cover sheet. Provide the following: project name; drawing title; sheet number and revision column; project address; and name, address, and phone number of the preparer.

**Drawing Quality** -- The drawing should be easy to read, with all lines and letters dark enough to provide good contrast with the paper. Brownline prints, pencil drawings (including corrections or alterations), and microfilm copies of plans cannot be accepted.

**Scale** -- Be consistent, and indicate your scale using a bar symbol (for plan reproduction integrity). All site drawings are to be in a scale of 1" = 10', 1" = 20', or 1" = 30'. Plats, Short Plats, and Boundary Line Adjustments may be drawn at a smaller scale, such as 1" = 50', 1" = 60', or 1" = 100'. Architectural building plans and elevations are to be 1/8" = 1' or 1/4" = 1', with 1/16" = 1' or 1/20" = 1' for larger structures. In certain cases, staff may approve use of a smaller scale before plan preparation.

**North Arrow** -- Include on all site and site-related drawings.

**Vicinity Map** -- Include on the site plan. The vicinity map covers the project site and surrounding streets and property within a minimum of 600' of the site. Copies of a city map can be made from the Street Atlas in the Self-Help area of the Permit Center.

**Making Copies of Plans** -- Blueline or blackline prints and photocopies are acceptable. Brownline prints cannot be accepted.