



HOW TO PREPARE YOUR SITE PLAN

The #1 reason for delays in approving permit applications is incomplete Site Plans. Please refer to checklist inside.

A site plan is needed to review your development proposal for zoning, addressing, sanitation, and building requirements. Producing a complete site plan will take a little time, but time spent now will speed up your application process later.

YOUR SITE PLAN MUST BE ON AN 11" X 17" SHEET OF PAPER. ALL OTHER SIZES WILL BE REJECTED.

(No blue print stock)

- Please, use the blank form provided in this guide •

Five Tips Before You Start

1

Talk to a Planner

Prior to submitting a development application, meet with a planner to discuss potential land use issues and required setbacks.

- Planners are available from 9:00 am to 4:00 pm Monday thru Friday, or you can call 682-3577.

2

Check Your Records

To help you create your site plan, get a copy of the Assessor's tax map that shows your property configuration, as well as other sources of information such as aerial photos, deed and title records, an appraiser's report, or surveys.

3

Tools You Will Need

Before beginning, you will need an **engineer's scale**, for measuring distances, scaling your site plan and to serve as a straightedge. An engineer's scale can be purchased at an office supply store. Use a pencil or pen.

4

Draw to a Scale Divisible by 10

A uniform drawing scale is important to accurately display how various elements of your development proposal fit together.

- An example of a drawing scale is 1"=50' - in other words, every 50' on your property will equal 1" on your site plan. This will allow you to measure distances on your property and draw them proportionally on your site plan. **You MUST use a Standard Engineer Scale— i.e. 1" = 10', 20', 30', 40', 50', 60' or 100'.**
- See Option 1 and Option 2 inside this guide for samples of site plans with drawing scales.

5

Keep a Copy

Once your site plan drawings are complete, make a copy of them for your personal records.

- You can use the same site plan each time you apply for new development projects.

SITE PLAN CHECKLIST

FAILURE TO INCLUDE ALL INFORMATION IN THIS CHECKLIST WILL RESULT IN A DELAY OF YOUR BUILDING PERMIT.

Your Site Plan will be reviewed for acceptance using the following requirements. **This information is REQUIRED to process your permit application.** Your attention to these details will keep your permit moving through the processing steps. Please verify that your site plan contains each of the elements listed below. Thank you for your cooperation.

CHECKLIST

GENERAL INFORMATION

1. Owner's name, address and phone number
2. Assessor's map and tax lot number
3. North arrow
4. Scale – **Standard Engineer Scale** (ie. 1" = 10', 20', 30', 40', 50', 60'
1" = 100', 200', 300', 400')
5. Accurate shape and dimensions of parcel or development site
6. Lengths of **all** property lines
7. All natural features on the entire property *and/or within 150' of the development site even if the features are located on a neighboring property.*
Natural feature include: creeks, rivers, ponds, lakes, wetlands, ravines and slopes over 25%
8. Public and private roads or access easement locations – including road names
9. Driveway location and parking areas – including the distance from at least one property line to the intersection of the driveway and the road (apron area)
10. Indicate the distance between the existing or proposed driveway to the neighboring driveways

PROPOSED STRUCTURE(S)

11. Distance of the proposed structure from the centerline of the road (right-of-way)
12. Distance of the proposed structure from two property lines (e.g. north/east, south/west)
13. Distance of the proposed structure from the septic system (tank, lines and replacement area)
14. Distance of the proposed structure from adjacent structures
15. Distance of the proposed structure from all natural features described in item 7, above.

EXISTING STRUCTURE(S)

16. Clearly label **all** structures on the property and indicate if structures are proposed or to be removed
Structures include: all commercial and non-commercial buildings, dwellings, shops, barns, equine facilities, sheds, propane tanks, pump houses, etc.
17. Location and dimensions of all structures and distances of each to property lines

SEPTIC SYSTEM

18. Location of septic tank, drop box, sewer line, drainfield and replacement drainfield
19. Distances of septic tank, drainfield and replacement drainfield from structures and property lines
20. Location of wells (or source of water) and distances to drainfield and dwellings

SITE PLAN SUBMITTAL FORM

OWNER NAME: _____ PHONE # _____ ADDRESS: _____ _____	Map and Taxlot #: _____ _____ Scale: _____	APPLICANT NAME: _____ PHONE # _____ ADDRESS: _____ _____
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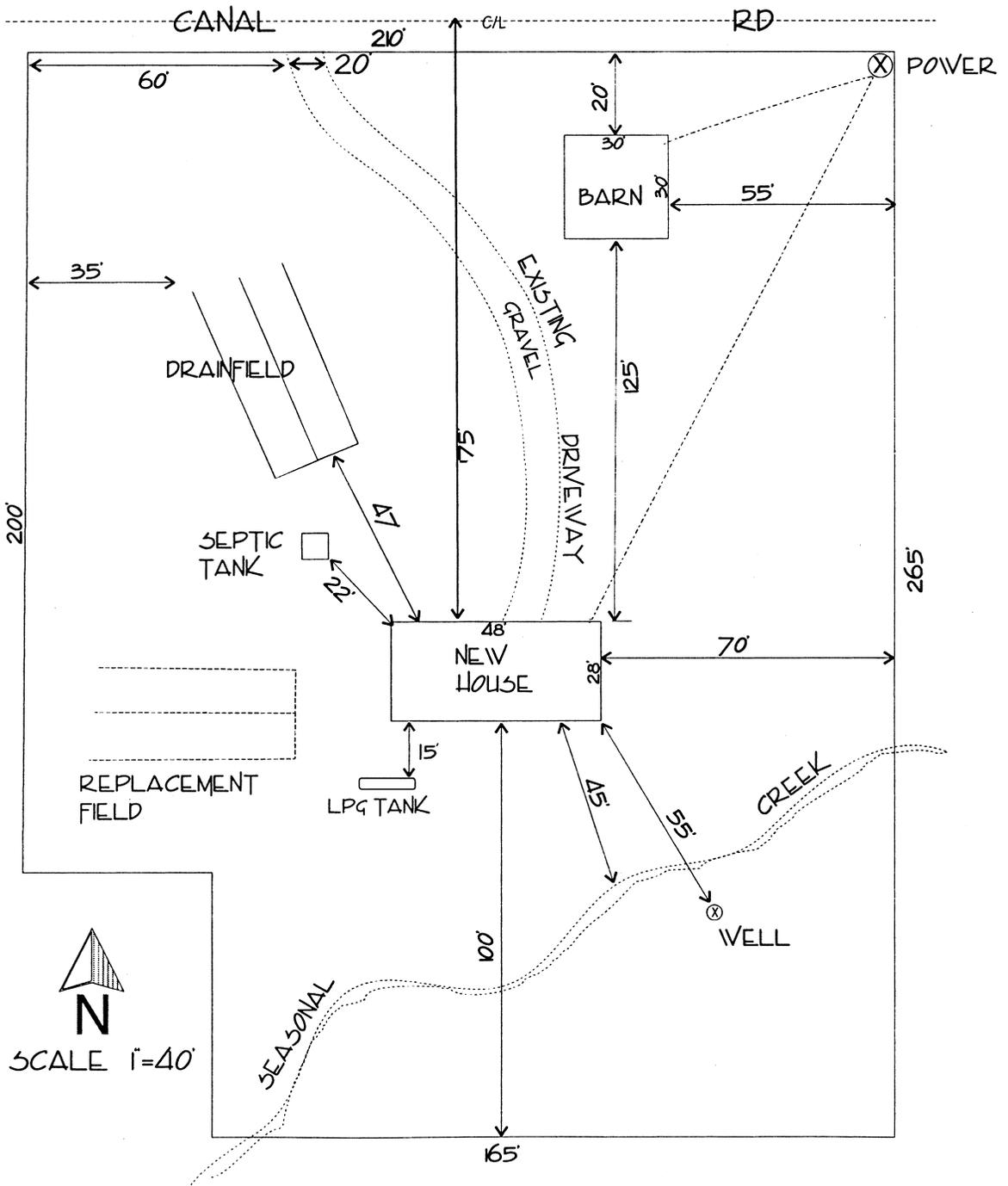
NOTICE: The applicant is ultimately responsible for completing new work in accordance with this site plan once approved. Approval of construction inspections shall not be construed as approval of work not in accordance with this site plan. Work that deviates from this site plan shall be formally documented and approved through submission of a site plan amendment prior to commencing such work.

Indicate which
direction is north
with an arrow

OPTION 1:

For most parcels of land, use the following sample. If you cannot fit your parcel on the 11"x 17" form provided using a maximum scale of 1"= 100', use option 2 .

Jon P. Farmer (541) 555-1212
 55877 Canal Rd
 17-55-20-00-00100

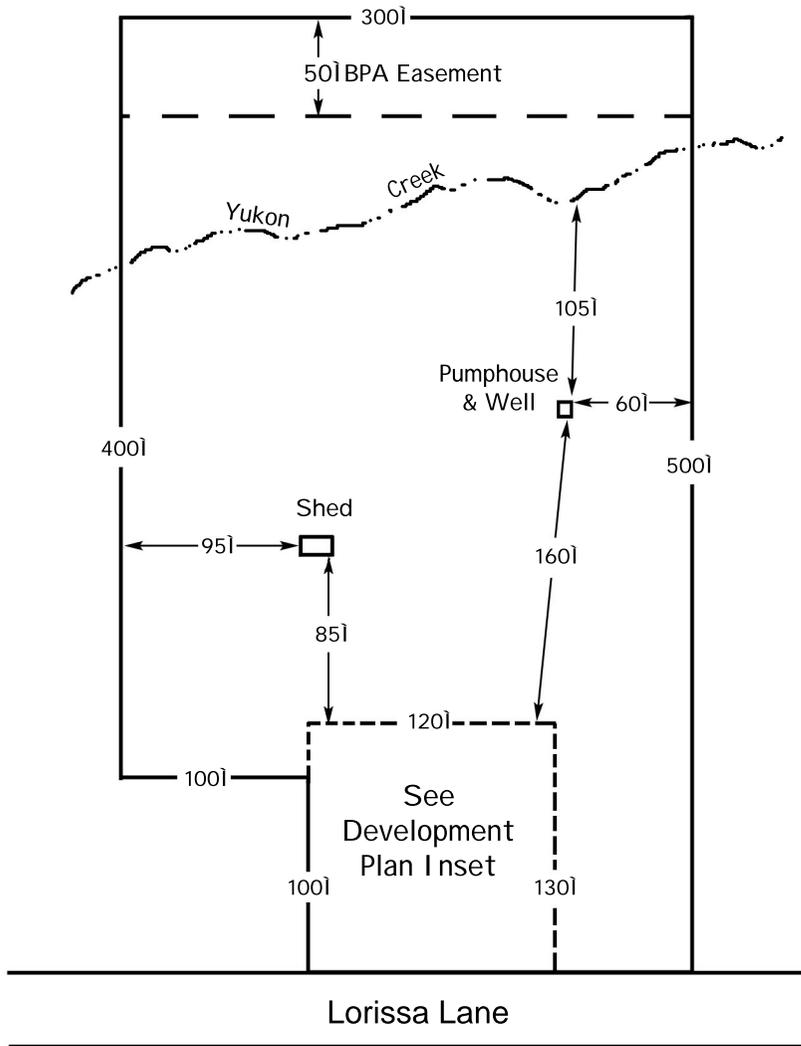


Option 2:

If you have a large property, you may submit a parcel plan showing an inset of your development area.

Site Plan


N
 1" = 100'



Development Plan Inset


N
 1" = 50'

