How to Prepare Your Site Plan
Introduction

A site plan is needed to review your development proposal for zoning, addressing, sanitation and building requirements. Producing a complete site plan will prevent delays in approving permit applications.

Where to Begin

1. Planning & Zoning Department:
   - Meet with a planner to discuss the requirements for setbacks and potential land use.

2. Records:
   - Review records for information needed to create your site plan, such as, Assessor’s tax map, aerial photos, title records, appraiser’s report or surveys.

3. Draw Plans to Scale:
   - A uniform drawing scale is needed to accurately display how various elements of your development proposal fit together. You will need an engineer’s scale for measuring distances, scaling your site plan and to serve as a straightedge.
   - 2 sets of plans are required and we recommend you also keep a copy for your records.
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. The information on this checklist is REQUIRED to process your permit application. Please verify that your site plan contains all of the elements listed below.

GENERAL INFORMATION
- Owner's name, address and phone number
- North Arrow
- Accurate shape and dimensions of parcel or development site
- Length of all property lines
- All natural features on the entire property and/or within 150' of the development site:
  - Natural features: creeks, rivers, ponds, lakes, wetlands, ravines and slopes over 25%
- Public and private roads or access easement locations, including road names
- Drive way location and parking areas, including the distance from at least one property line to the intersection of the driveway and the road.
- Indicate the distance between the existing or proposed driveway to the neighboring driveways.

PROPOSED STRUCTURE(S)
- Distance of the proposed structure from the centerline of the road (right-of-way)
- Distance of the proposed structure from two property lines (north/east, south/west)
- Distance of the proposed structure from the septic system (tank, lines and replacement area)
- Distance of the proposed structure from adjacent structures
- Distance of the proposed structure from all natural features described in item 6, above.

EXISTING STRUCTURE(S)
- Clearly label all structures on the property and indicate if structures are proposed or to be removed
  - Structures: all commercial and non-commercial buildings, dwellings, shops, barns, equine facilities, sheds, propane tanks, pump house, etc.
- Location and dimensions of all structures and distances of each to property lines

SEPTIC SYSTEM
- Location of septic tank, drop box, sewer line, drainfield and replacement drainfield
- Distance of septic tank, drainfield and replacement drainfield from structures and property lines
- Location of wells (or water source) and distance to drainfield and dwellings
OPTION 1:
For most parcels of land, use the following sample.

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

[Diagram of land layout with labels for Canal, RD, Power, Barn, Existing Gravel, Drive Way, New House, Septic Tank, Replacement Field, LPG Tank, Creek, Well, Seasonal, and scale 1:40]
OPTION 2: ADDITION TO DWELLING

For most parcels of land, use the following sample.

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

SCALE 1"=40'