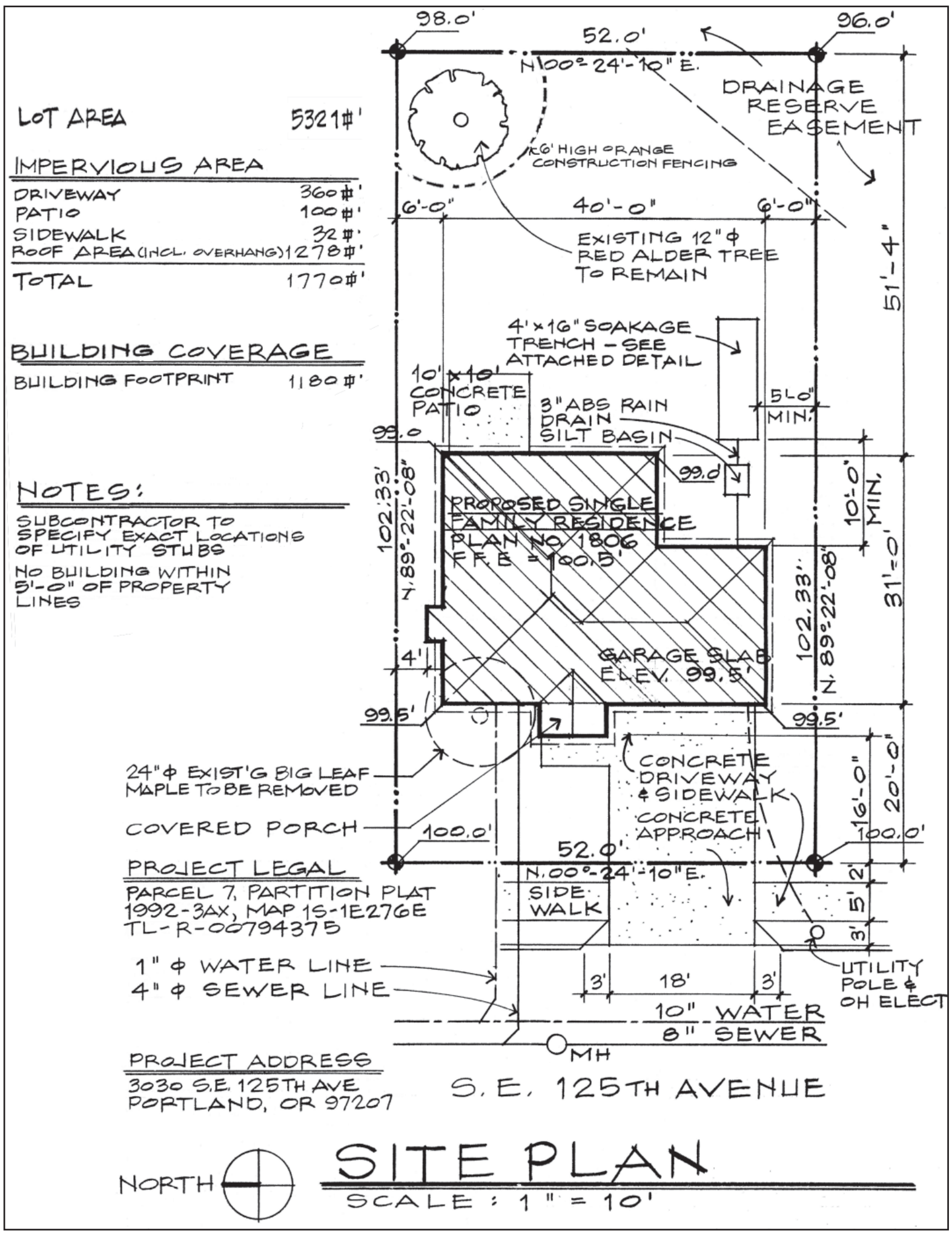
Site Plan Checklist

Site/Plot plan must be accurately drawn to scale and show:

- ❑ **Lot and building setback dimensions**
- ❑ **Property corner elevations**
  (If there is more than a 4 foot elevation differential, the site plan must also show existing and proposed contour lines at 2 foot lintervals. A separate Grading Plan may be required to legibly show grading changes.)
- ❑ **Location and dimensions of easements and driveway**
- ❑ **Footprint of proposed and existing structures** (including decks)
- ❑ **Dimension distances between structures and property**
- ❑ **Location of wells and/or septic systems**
- ❑ **Lot area**
- ❑ **North Arrow**
- ❑ **Impervious area** (structures, paving, roof overhangs, etc.)
- ❑ **Location of utilities and connections** (storm and sanitary sewers, water, gas, etc., including size of service and street location)
- ❑ **Location of stormwater facility**
- ❑ **Surface drainage**
- ❑ **Width of adjacent right of way and curb height**
- ❑ **Landscape plans**
- ❑ **Minimum scale is 1 inch = 10 feet**
- ❑ **Minimum paper size is 11 x 17 inches**
- ❑ **Allow sufficient white space for City approval stamps and notes**
- ❑ **Any additional requirements specific to your site or project** (if required, see Development Services Center staff for any specific requirements needed for your site or project)



Sample Site Plan

A well-prepared Site Plan is the MOST IMPORTANT document in your project submittal materials. ALL major review groups need to approve your site plan.

Site Plans must be clearly legible and reproducible. A complete and accurate Site Plan will help to speed your permit application reviews and reduce the need to send you "checksheets" for missing information.

This sample drawing has been designed to help you prepare a complete Site Plan for your project. Make sure your Site Plan includes all the information on the Site Plan Checklist.

PLEASE NOTE:

The sample site plan to the left is provided as a reference tool showing how and what must be included in your site plan.

This sample site plan is not to scale, nor is it the size that we require you to submit. We require an 11 x 17 inch sheet.

Your site plan must be to scale. Our required scale is minimum 1 inch = 10 feet.

You may draw your site plan on the reverse side of this sheet.

IMPERVIOUS AREA

DRIVEWAY _____

PATIO _____

SIDEWALK _____

ROOF AREA _____
(INCLUDING OVERHANG)

TOTAL _____

BUILDING COVERAGE

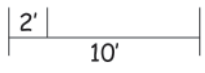
BUILDING FOOTPRINT _____

LOT AREA

LOT AREA _____

SITE PLAN

SCALE: 1" = 10'



PROJECT LEGAL

_____

_____

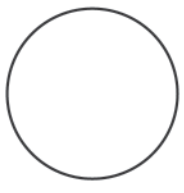
_____

PROJECT ADDRESS

_____

_____

_____



NORTH