

Site Plan Instructions:

Prepare a dimensioned site plan as follows:

- A. One full sized site plan and one reduced copy of the site plan at 8½"x11" or 11"x17".
- B. Scale of the full sized site plan shall not be less than 1" = 40'.

If applicable, the site plan must include but not be limited to the following:

- A. North arrow.
- B. The locations and dimensions of all vehicular points of ingress and egress, drives, alleys, and off-street parking spaces.
- C. Illustrate lot size showing lot line dimensions.
- D. The locations and dimensions of all existing and proposed buildings, structures, and improvements including those which will be removed. Please label all information.
- E. Show setbacks from all property lines for existing and proposed buildings.
- F. Show the centerline of major and minor arterial streets.
- G. Illustrate the square footage of existing and proposed buildings and structures.
- H. Names and locations of adjacent streets, alleys, properties, etc.
- I. Illustrate the height of any proposed structures.
- J. Other pertinent features.

** An example of a dimensioned site plan is attached as part of this application packet.

Photographs may be submitted and are often helpful. They should be of a size adequate to show the nature of the property.

How to Create a Site Plan

Site Plan: A drawing of a property as seen from above, including, but not limited to a north arrow and date. Show proposed improvements with the exact size, shape and location of all existing and proposed buildings and structures, parking areas, driveways, walkways and patios.

1. Use a Scale

Choose a standard scale, either an Architectural or Engineering Scale and note the numeric scale used on the plan (i.e. 1 inch =20 feet).

2. Draw Property Lines

Label all dimensions in feet.

A plat of the neighborhood may help you in determining the dimensions of the parcel. This may be available from the City/County Planning Department.



Show the property lines and note the dimensions

3. Draw all Buildings and Structures on the Plan

- Show existing buildings and structures as a solid line and all additions as a dashed line.
- Be sure to show the precise footprint of all buildings or structures including, but not limited to steps, decks, porches and fences.

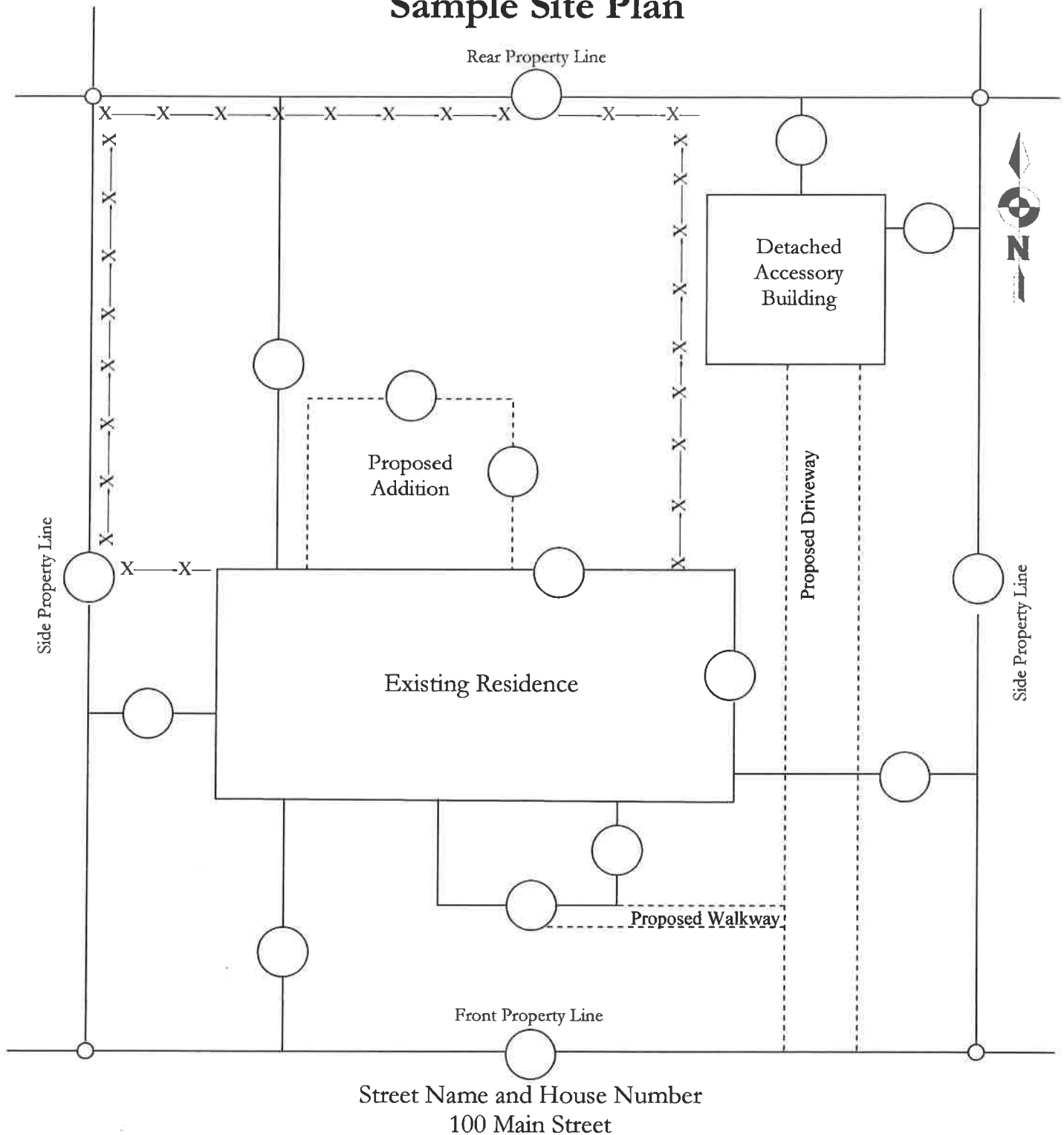
4. Draw Driveway and Parking on the Plan

Show all parking areas, driveways, walkways and patios in their precise locations in relation to your property lines and with their accurate footprint. Show proposed paved areas with a dashed line.

5. Other Items that must be on the Plan

Tax ID#, Address, Property Owner, name of neighborhood and an arrow pointing north. Easements if known, landscape buffers if required.

Sample Site Plan



Note: On the site plan you create please show distances in feet where you see circles shown on the Sample Site Plan above.

This document is not intended to allow a site plan to be used when a survey, prepared by a licensed surveyor, is required.