

**SITE PLANS SHALL INCLUDE AT LEAST THE FOLLOWING INFORMATION:
INDIVIDUAL DEPARTMENTS MIGHT REQUIRE ADDITIONAL DETAILS**

Five (5) PLOT PLANS are required to be submitted with all building permit applications. Incomplete plot plans will be not be accepted. A checklist will be provided at the time of building permit submittal to ensure all elements are provided and will require signature by applicant to verify all information to be true and correct.

(A THIRD copy of the floor plan will be required.)

**SITE PLANS SHALL INCLUDE AT LEAST THE FOLLOWING INFORMATION:
INDIVIDUAL DEPARTMENTS MIGHT REQUIRE ADDITIONAL DETAILS**

- PLOT PLAN** – **MUST BE DRAWN TO SCALE** 1" = 10' for parcels of less than 1 acre, 1" = 20' or 1" = 30' for parcels of one acre up to 2 ½ acres and 1" = 40' or 1" = 50' for parcels over 1 acre. For parcels that exceed 2 ½ acres or of irregular shape, site plan overviews at scales of 1" = 100' are required along with an inset plan of the structure(s) and on-site sewage system at one of the scales identified above.
- If your plot plan is on paper larger than 8 ½" x 11", you must provide one reduced copy (does not have to be to scale) on 8 ½" x 11" paper for scanning purposes
- Some subdivisions have Design Review Boards that require plans to be approved by the Board before a building permit is issued. If the subject property is in such a subdivision, two site plans must have original Board approval stamps. A list of such subdivisions is maintained at the Department of Community Development.

General Property Information: Required

- Property lines, setback lines and dimensions and street(s) labeled
- Direction of slope on property and the direction of natural drainage - accurate topography may be required when necessary
- Slopes that exceed 15%, including any cut banks greater than 4' in height
- North arrow and site plan scale
- Streams, creeks, washes and floodplains
- Note: A survey of the property by a Registered Land Surveyor is required if any of the following apply:
 - The proposed construction is for a new structure, or an addition to an existing structure on a property affected by the 100-year floodplain. This requirement can be waived by the Floodplain Administrator
 - The property is ½ acre or smaller
 - The Building Official requires verification that the location of the structure(s) is in accordance with the approved plans (2006 International Building Code)

Existing Property Improvements: Required

- Location of all existing structures. Label all structures, show dimensions from structure to property lines and distances between structures
- Location of all existing wells
- Location of all existing drainage facilities
- Location of all existing driveways
- Location of all ingress and egress easements and utility easements (when applicable)

Proposed Property Improvements: Required

- Location and dimensions of all proposed structures in relation to property lines and other structures
- Location of all proposed wells
- Location of all new and existing septic tanks, leach fields and sewer lines.
- Location of all new driveways and road improvements including type of material
- Show all utility connections and line directions:
 1. Leach field location
 2. Septic tank location
 3. Sewer line Location
 4. Water line location
 5. Gas line location
 6. Liquid propane gas tank location or natural gas meter location
 7. Underground liquid propane tank location
 8. Air conditioner location
 9. Electric meter location
- Retaining wall locations. Areas to be filled (fills in excess of 4' shall be engineered).

Applicant Signature