

Site Plan Requirements

SITE PLAN DRAWINGS MUST MEET THE FOLLOWING CONDITIONS:

General Requirements:

- All Site Plans (sometimes called a *Plot Plan*) shall be clearly and accurately drawn to scale
- The Site Plan must be drawn to one of four standard scales:
 - a) 1" = 20'-0" or 1" = 30'-0" for parcels of less than one acre (44,560sf);
 - b) 1" = 40'-0" or 1" = 50'-0" for parcels between one and 2½ acres (111,400sf);
 - c) For parcels > 2½ acres or of an irregular shape, a site plan overview at scales of up to 1" = 100'-0" is required along with an inset plan of the proposed structures and on-site sewage system (OSS) at one of the scales noted above. Refer to the attached Site Plan example.
- Linework – Use "solid" lines for all improvements at grade. Use "dashed" or "broken" lines for all improvements below grade (septic systems) or above grade (roof lines).
- Clearly differentiate on drawings between **existing** and **new** conditions or improvements. Use the abbreviation (E) to indicate existing.

All site plans shall clearly indicate the following applicable information. Each item, unless noted otherwise, is referenced on the enclosed Site Plan example:

General Property Information:

- Title Block**
 - 1) Indicate the property owner's name, site address, tax parcel number (Assessor's Tax ID #), drawing title and date.
 - 2) Indicate drawing scale, as noted in the General Requirements above, in the Title Block.
 - 3) Show an arrow indicating the NORTH direction.
- Property Lines**

Show all property lines and dimensions of each.
- Adjacent Roads and Right-of-Way**
 - 1) Show name of adjacent roads, centerline of road and width of the right-of-way.
 - 2) Show all existing improvements within the right-of-way including driveways, drainage ditches, storm drain/culverts, fences, retaining walls, curbs, etc.
- Easements**

Indicate the location and dimensions of all easements in relation to property lines, structures and OSS components. Typical easements include those for utilities, access, drainage dike and railroads.
- Driveway Encroachment**

Indicate the location and dimensions of all connections between the adjacent public roads and private driveways or roads.
- Site Topography and Storm/Surface Water Drainage Systems**
 - 1) Flat and gentle slope (elevation change) lots: Indicate general direction of water flow (using arrows) and approximate % of slope.

Note: Slope % = (rise or drop in height) divided by (horizontal run or distance) multiplied by 100.

- 2) Steeper slope lots (15% or > slope): Indicate the locations, direction and grades for all such slopes. Indicate location of natural drainage ditches and all cut banks that exceed 4' in height. Identify any erosion or landslide areas as well as any potential unstable slopes. For lots with slopes 25% or greater, provide contour lines at a minimum of 2' intervals.

Reference Elevations

Indicate the relative elevations of all property corners, wells, drain fields, drainage systems and building floors. Use an established reference point such as plumbing stub-out or first floor level as a reference point elevation. Use the following abbreviations: FF = finish floor, FG = finish grade.

Surface Waters (*not shown on Site Plan example*)

Indicate location of all surface water bodies including all marine waters, lakes and ponds, along with their associated shorelines, ordinary high-water lines and their required setbacks.

Critical Areas – Streams, Creeks and Wetlands

Indicate location of all surface water features such as streams, creeks and wetlands, along with their associated buffer areas and required setbacks.

Vicinity Map (*not shown on Site Plan example*)

A map clearly showing a detailed route to the site including the nearest intersections and landmarks must accompany all Site Plans. The map does not need to be to scale and may be a separate attachment.

Property Improvements: Existing and/or Proposed:

1. Existing Structures and/or Building Envelopes

Show location of all existing structures and their setbacks from property lines and other structures. Identify each building by its use (residence, garage, storage, etc.).

2. Proposed Structures and/or Building Envelopes

Indicate the location and clearing limits of all proposed structures including decks, porches and retaining walls. Identify each building by its use (residence, garage, storage, etc.). Indicate setback dimensions in relationship to property lines, other structures, easements, wells and OSS components. Building wall lines and roof overhang lines to be clearly marked to match floor plans.

Existing and Proposed Driveways, Parking Areas and Sidewalks

Indicate the location and dimensions of all driveways, parking areas, sidewalks and emergency vehicle turn-around areas.

Existing and Proposed Wells

Indicate the location of all wells and distances to adjacent structures and on-site sewage system components (OSS). Include any OSS components on adjacent properties within the 100' well radii.

Existing and Proposed On-Site Sewage System (OSS) Components

- 1) Indicate the location and dimensions of all OSS components including septic tanks, pump tanks, pretreatment units, transport lines and primary/reserve drain fields.
- 2) Indicate the direction and % of slope of all primary/reserve drain field areas. Include at least two reference distances to property lines or other site features shown on the OSS permit site plan.

- Existing and Proposed Water and Utility Lines**
Show location of all water, sewer and utility lines.
- Existing and Proposed Fuel Tanks**
 - 1) Show location and size of all heating fuel tanks (propane or other fuels).
 - 2) Indicate all required setbacks from structures.
 - 3) Note if tank is located below grade.
- Existing and Proposed Buffers and Open Spaces** *(not shown on Site Plan example)*
Indicate the location and dimensions of all existing buffers and open spaces in relation to property lines, structures and OSS components.
- Existing Impervious Surfaces** *(applicable only to projects located in a watershed)*
Show all existing impervious surfaces and include dimensions. Such surfaces include all structures, covered decks, driveways and sidewalks including graveled surfaces.
- Proposed Impervious Surfaces** *(applicable only to projects located in a watershed)*
Show all proposed impervious surfaces and include dimensions. Provide calculation summary on Site Plan or separate attachment. Refer to following example:

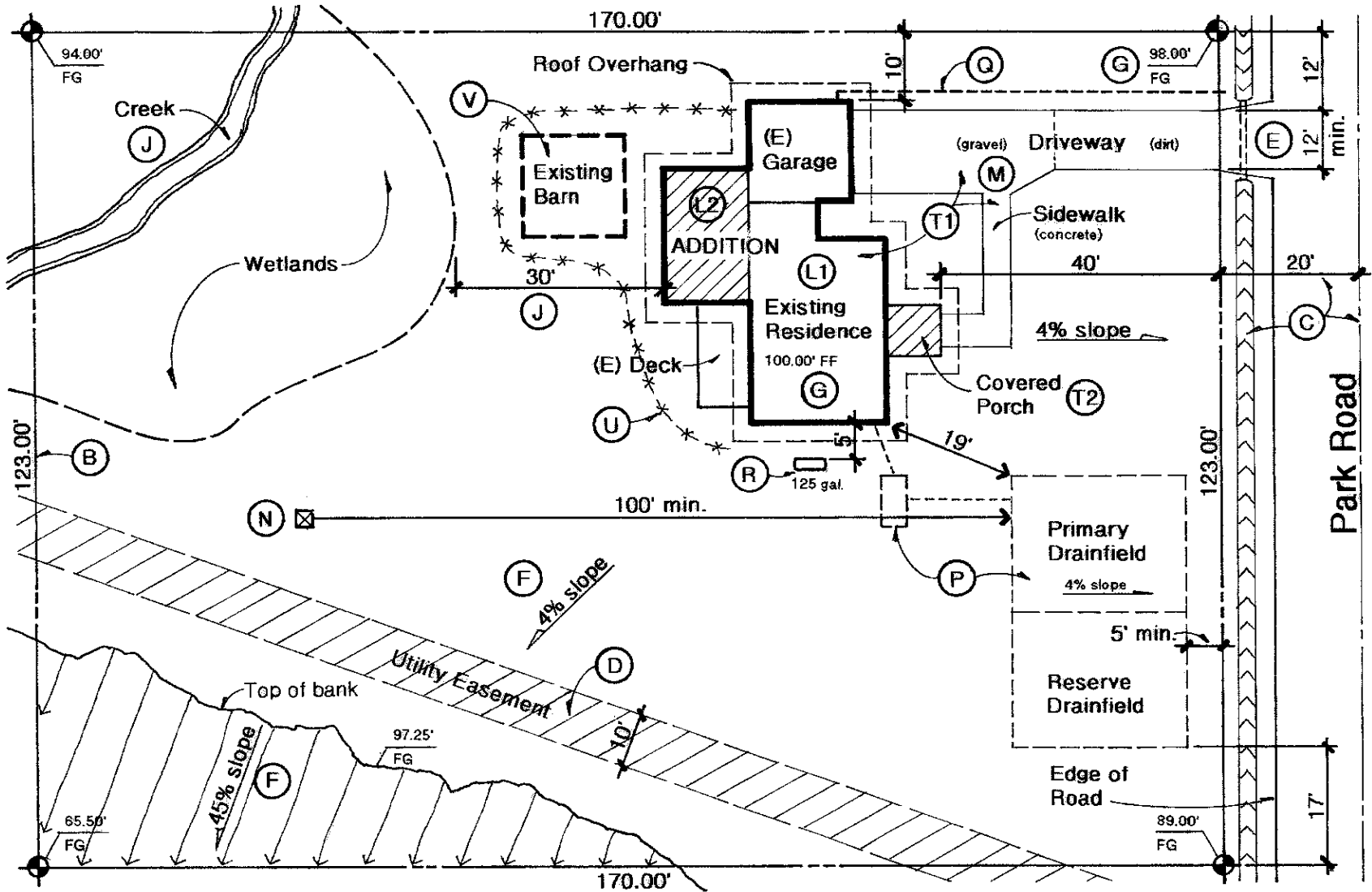
Impervious Surface Calculations

<u>Subject Area</u>	<u>Existing Area</u>	<u>Proposed Area</u>	<u>Subtotal Area</u>
House	2,000sf	500sf	2,500sf
Garage	800sf	-	800sf
Covered Porch	-	65sf	65sf
Driveway	555sf	-	555sf
Sidewalk	165sf	-(40)sf	125sf
Total area of impervious surfaces =			4,045sf

- Erosion Control**
Show location of erosion control measures.
- Proposed Demolition**
Show and label the use of any structures or other existing improvements to be demolished. Show as "dashed" lines per the Site Plan example.

Failure to clearly identify all required information will result in your application not being accepted.

Site Plan Example



Owner's name: John R. Doe	Drawing title: SITE PLAN example	Scale: 1" = 20'-0"
Site address: 1203 Park Road	Parcel number: 380224-456098-0000	Date: 6/15/09

