



**INSTRUCTIONS FOR PREPARATION OF A SITE PLAN  
FOR PROPERTIES WITHOUT SEPTIC**

**Site plan must be current, drawn to scale, and show all property lines.**

If unable to draw to scale, property lines must still be shown noting actual dimensions or total acreage.

**Failure to include all of the items listed below may delay the review necessary to obtain a permit.**

**ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:**

- 1. **NORTH ARROW.**
- 2. **SCALE OF DRAWING**, the site plan must be drawn to scale, indicate scale used.
- 3. **STREET NAME** accessing the parcel.
- 4. **ALL PROPERTY LINES AND DIMENSIONS** – existing and proposed.
- 5. **DRIVEWAYS, ROADS, INTERNAL ROADS, PARKING AND CIRCULATION AREAS** – existing and proposed and label as “*Paved*” or “*Gravel*.” Show driveway to public right-of-way.
- 6. **EXISTING AND PROPOSED STRUCTURES** - label as “*Proposed*” and “*Existing*”. Include dimensions and distance to all property lines and other structures.
- 7. **UTILITY LINES AND EASEMENTS.**
- 8. **GEOGRAPHIC FEATURES** – ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways.
- 10. **FENCES, RETAINING WALLS** – location of existing and/or proposed.
- 11. **PARTITIONING** (if applicable) – proposed new property line shown by dashed lines, with parcels labeled as “*Parcel 1*”, “*Parcel 2*”, etc.
- 13. **STORM WATER SYSTEMS OR DETENTION BASINS** – show existing and proposed.
- 14. **CUTS/FILLS** – show existing and proposed.
- 16. **FLOODPLAIN** – if applicable, show the boundary of the 100 year floodplain.

**Commercial development must also include the following:**

- 19. **FIRE DEPARTMENT ACCESS**
- 20. **FIRE HYDRANTS** –locations
- 21. **HANDICAP ACCESS**
- 22. **LANDSCAPING** – existing and proposed landscaping areas.
- 23. **PARKING** – lot configuration, number of parking spaces, and off-street loading area.

**Additional information, such as patio slabs, walkways, roof overhangs, etc., may be required for the issuance of your permit.**

**YOU MAY USE THE REVERSE SIDE OF THIS FORM TO DRAW YOUR SITE PLAN**

Property Owner (s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Manufactured Home Park: \_\_\_\_\_ Space: \_\_\_\_\_

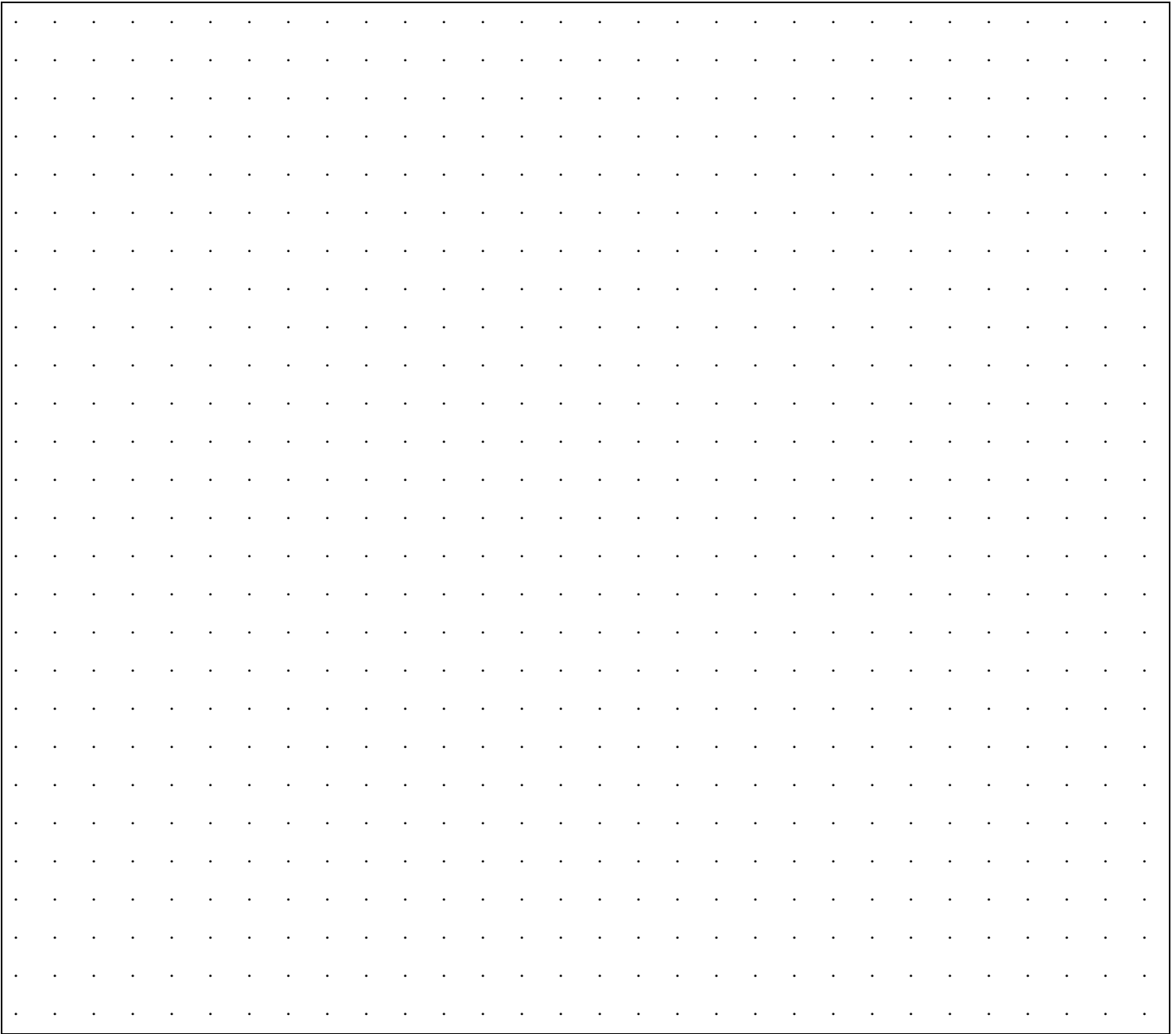
Assessor Map # (T-R-Sec-TL(s)): \_\_\_\_\_ Total # Acres: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Planning Map: \_\_\_\_\_

Permit Specialist Review: \_\_\_\_\_ Date: \_\_\_\_\_

**SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS**

Drawn to Scale: 1 square = \_\_\_\_\_ Feet Not Drawn to Scale: Total Acres \_\_\_\_\_



**I certify that the above information is accurate to the best of my knowledge.**

**I AM THE  Owner or  Authorized Agent**

NAME (please print): \_\_\_\_\_ Telephone # \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_