



**Building Inspections/Engineering Dept.
Single Family Residential Site Plan Requirements**

The Following checklist must be completed, signed, and submitted by the permittee before plans can be reviewed. Incomplete submittals will be returned UNREVIEWED.

A site plan is REQUIRED for New Construction, Additions, or Accessory Structures which result in a significant change to a primary functional area.

Address or Legal Description of Site: _____

Name of Contact Person: _____ **Telephone #:** _____

Two (2) copies of the site plan, containing the following information, must be submitted. When a particular item is included, check where indicated. If an item does not apply, indicate by writing N/A.

REQUIRED ON ALL SITE PLANS FOR SINGLE-FAMILY AND TWO FAMILY DWELLINGS

- _____ 1. Boundaries and dimensions of property, all property corners with elevations (property corners shall be clearly marked on the ground)
- _____ 2. Show names of streets
- _____ 3. Show alleys
- _____ 4. Locations of existing and proposed structures (including decks) with elevations at house and garage corners
- _____ 5. Distance from all structure(s), to the property line(s); (all footprints must coincide with building plans)
- _____ 6. Show existing and proposed inlets, sidewalks, manholes, water valves, hydrant assemblies, FES, street light and other pertinent items with elevations
- _____ 7. Show existing and proposed curb cuts and driveway locations with elevations
- _____ 8. Square footage of *property* and *footprint* of proposed structure
- _____ 9. Clearly indicate Site Plan scale (1" = 20' maximum unless pre-approved by P&Z) and North Arrow
- _____ 10. Provide legal description and address of property
- _____ 11. Show dimensions and type of easements
- _____ 12. Show drainfield or sewer line location, "station location," and upstream manhole elevation
- _____ 13. Show 100 year flood elevations as appropriate
- _____ 14. Show finished grade elevations of the nearest corner of adjacent house(s)
- _____ 15. Show on properties where the disturbed area is located on slopes 3:1 or steeper and locations of cut and fill (use shading or crosshatch)
- _____ 16. Show proposed erosion control or sediment barrier(s) on the property
- _____ 17. Show proposed side lot line elevation and high points
- _____ 18. Show stabilized construction entrance
- _____ 19. Show location of concrete washout on lot or approved off-site location
- _____ 20. Show inlet protection
- _____ 21. Show drainage direction

Design Requirements:

Driveway/Garage floor 12" plus 2% minimum above top of curb; 10% maximum driveway slope. 2% minimum grading slope requirement and a minimum of 0.5' fall from house in first 10 feet.

I hereby confirm that the information submitted on this document and site is true and accurate.

Signature: _____ Date: _____