Sample Site Plan

Don’t use this sheet - create your own drawing.

**SCALE: 1” = ___________ FEET**

- Provide dimensions where indicated with this symbol and as required to describe existing and proposed conditions.
- Detached accessory buildings which are less than 200 sf do not require a building permit but must meet setback requirements.
- Setback requirements are site specific.
- Always check with Construction Services during the planning stage of your project.

Note: See Page 2 for items required to be shown on the Site Plan.
Site Plan Instructions
Provide two copies

If the footprint of the building will not be changed, the site plan must be drawn to scale and must include the following:

- Dimensions of lot. Property lines must be consistent with the legal description of the property.
- All buildings existing on the lot, their exterior dimensions, distances to property lines.
- Include all projections and any accessory structures (decks, garages, sheds, etc.).
- The legal description of the property.
- Scale.
- North arrow.

If the footprint of the building will be changed, in addition to the above:

- Dimensions of lot and survey monuments on which the site plan is based (example: found property corner pins placed according to a recorded survey or plat).
- Complete exterior dimensions of all proposed structures, projections and additions and dimensions to all property lines.
- Adjacent streets or alleys with right-of-way widths shown, if known.
- Any known easements on the property (existing utility or access) with dimensions.
- Existing and proposed drainage patterns.
- Setback distances (front, rear and side) required by applicable codes.
- Indicate the location of any utilities in the vicinity of the proposed work.
- Attach all prior Planning Commission or Council approvals.

Other information may be required for certain sites and will be requested during the plan review process.