

## RESIDENTIAL SITE PLAN Checklist

- All site drawings MUST be drawn to scale using an engineer's scale of 1" = 10', 20', 30', 40', 50', or 60'.**
- Drawings MUST be submitted on 8½" X 11", 8½" X 14", or 11" X 17" paper.**
- Show scale; north arrow; subdivision name, section, block and lot number(s); and street address, or attach a copy of the legal description of the property.**
- Show name, address and phone number for person certifying site plan accuracy.**
- Indicate accurate lot dimensions.** (You may obtain this information from a legal description or a deed for the property which would be located in the Assessor's office and/or the Recorder's office.)
- Show all street and/or alley right-of-way widths from the centerline of right-of-way and physical center of pavement.** (This information may be obtained from the City Engineer if the property is in the city or the County Engineer if the property is in the county. The information may also be on the recorded subdivision plat or your deed.)
- Indicate all easements and their widths.** (This information must be obtained from a combination of the recorded subdivision plat and recorded easement information. Both may be found in the Recorder's office.)
- Show sidewalks and street pavement width and location.**
- Include dimensions and location from property lines for all existing structures.** (Check in the Recorder's office for a location survey.)
- Show dimensions and location from property lines for all proposed structures.**
- Indicate distance from existing residence to proposed unattached accessory structure(s), or distances from all existing accessory structures to proposed residence or residential addition.**
- Include size and location of existing driveway(s) and proposed driveway(s) or changes.**
- Indicate height of all existing and proposed structures measured from ground level to peak of roof.**
- Provide square footage for all floors separately, attached garage, and any covered porches.**

Failure to provide adequate information may result in your permit being delayed. **It is the responsibility of the property owner to supply an accurate site plan.**