

How to Prepare your Site Plan

SITE PLAN CHECKLIST

FAILURE TO INCLUDE ALL INFORMATION IN THIS CHECKLIST WILL RESULT IN A DELAY OF YOUR BUILDING PERMIT.

Your site plan will be reviewed for acceptance using the following requirements. The information on this checklist is **REQUIRED** to process your permit application. Please verify that your site plan contains all of the elements listed below.

GENERAL INFORMATION

- Owner's name, address and phone number.
- North Arrow.
- Accurate shape and dimensions of parcel or development site.
- Length of **all** property lines.
- All natural features on the **entire** property and/or within 150' of the development site.
Natural features: creeks, rivers, ponds, lakes, wetlands, ravines and slopes over 25%.
- Public and private roads or access easement locations, including road names.
- Driveway location and parking areas, including the distance from at least one property line to the intersection of the driveway and the road.
- Indicate the distance between the existing or proposed driveway to the neighboring driveways.

PROPOSED STRUCTURE(S)

- Distance of the proposed structure from the centerline of the road (right-of-way).
- Distance of the proposed structure from two property lines (North/South/East/West).
- Distance of the proposed structure from the septic system (tank, lines and replacement area).
- Distance of the proposed structure from the adjacent structures.
- Distance of the proposed structure from all natural features (creeks, rivers, ponds, lakes, wetlands, ravines and slopes over 25%).

EXISTING STRUCTURE(S)

- Clearly label **all** structures on the property and indicate if structures are proposed or to be removed. *Structures:* all commercial and non-commercial buildings, dwellings, shops, barns, equine facilities, sheds, propane tanks, pump house, etc.
- Location and dimensions of all structures and distances of each, to property lines.

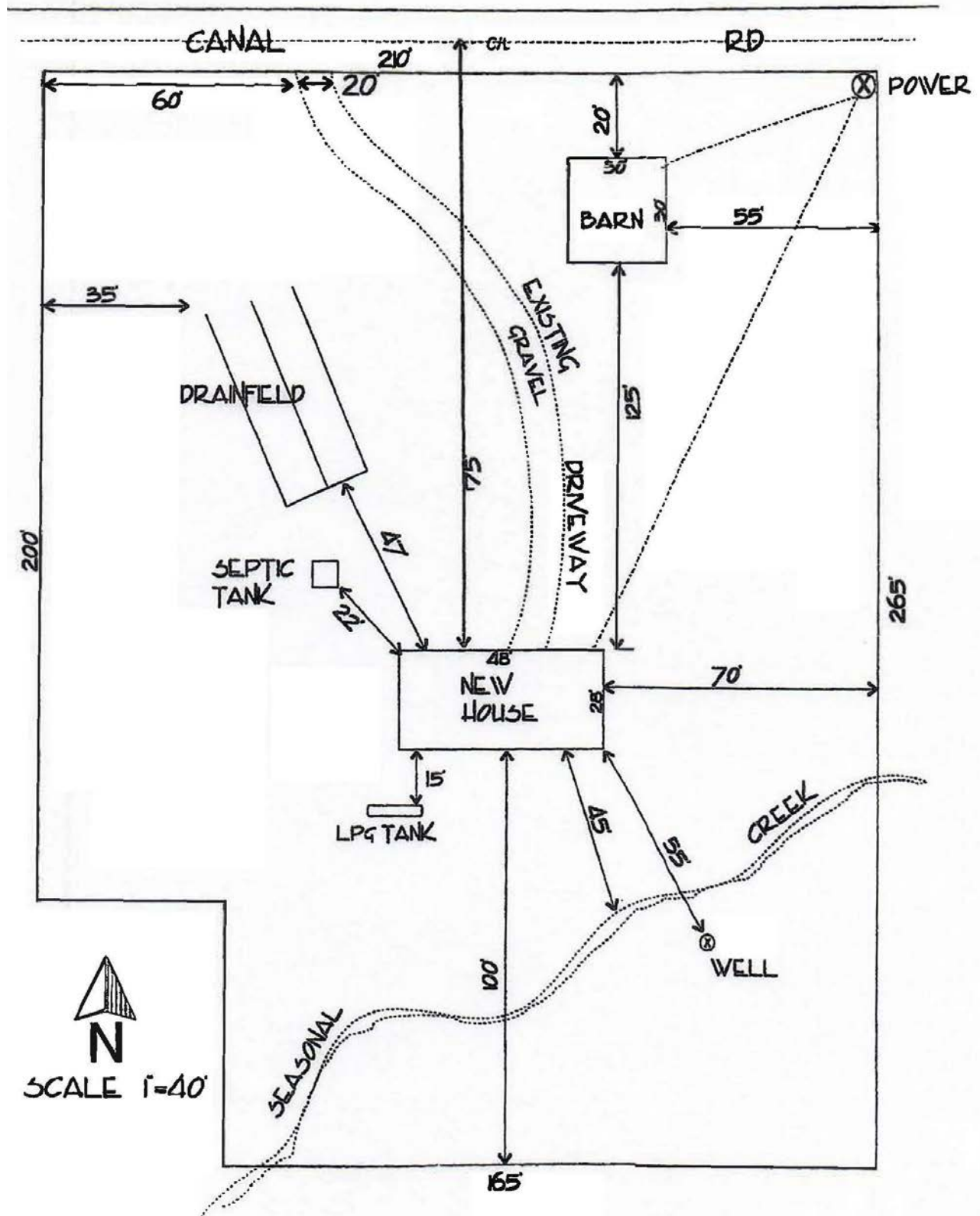
SEPTIC SYSTEM

- Location of septic tank, drop box, sewer line, drainfield and replacement drainfield.
 - Distance of septic tank, drainfield and replacement drainfield from structures and property lines.
 - Location of wells (or water source) and distance to drainfield and dwellings.
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OPTION 1

For most parcels of land, use the following sample:

Jon P. Farmer – (541) 555-1212
55877 Canal Rd
17-55-20-00-00100



OPTION 2

For most parcels of land, use the following sample:

Jon P. Farmer – (541) 555-1212
55877 Canal Rd
17-55-20-00-00100

