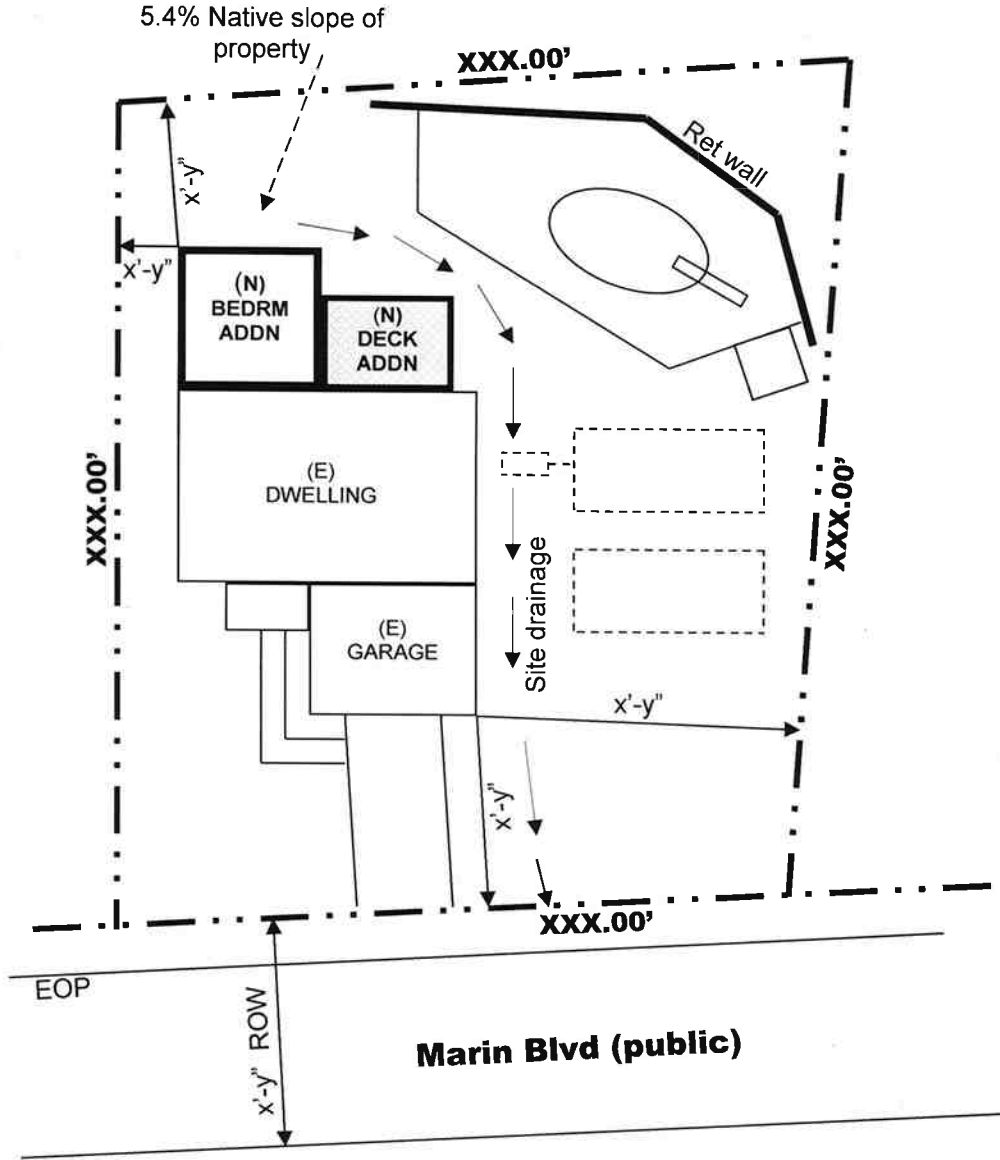


# Simplified Example of 7 Essential Types of Required Information that must appear on Every Residential Site Plan

**IMPORTANT:** Site Plan must be legible and accurately reflect current site conditions and proposed scope of work

Provide LOCATION MAP with NORTH ARROW and LAT & LONG for proposed site



1- Provide location map with North Arrow (indicating LATTITUDE & LONGITUDE for the proposed site), include DATA TABLE (see example on back of this handout) with calculated existing, proposed and total floor areas, and provide a TITLE BLOCK with accurate (engineering) drawing scale used.

2- Show all property lines and dimensions.

3- Indicate existing and proposed topography, finished grade elevations and site drainage. **NOTE:** Properties within 25 vertical feet of sea level must indicate low/high tide lines and provide N.A.V.D. datum.

**NOTE:** Properties affected by a flood zone must indicate flood zone boundaries, flood zone designation and provide N.G.V.D. datum.

4- Show all existing and proposed structures with distances to property lines.

**NOTE:** All proposed scope of work must be clearly shown.

5- Show all physical features (water courses, drainage features, top of bank, fences, walkways, trees, shrubs, rock outcropping, etc).

6- Indicate all streets & easements (show width of ROW, edge of pavement and label public or private), and driveway showing required parking and slope.

7- Show locations of retaining walls, pools, ground-mount PV systems, utilities, propane tanks, septic systems, existing & reserve leach fields, graywater systems, water wells, water storage tanks, etc. (as applicable).

## DATA TABLE

Indicate zoning & lot size plus existing + proposed + TOTAL floor areas

## TITLE BLOCK

Provide site address, APN, owner name, proposed scope of work, drawing scale and plan preparer name & signature

# Residential SITE PLAN preparation check list

*The following information is required for plan approval*

1. \_\_\_ Have you provided a Location Map with a North arrow?  
\_\_\_ Have you identified the correct latitude and longitude for the building site?  
\_\_\_ Have you included a Data Table showing existing, proposed and total floor areas?  
\_\_\_ Did you include a Title Block and identify the drawing scale used to prepare the drawing?
  
2. \_\_\_ Have you accurately shown all property lines and dimensions?
  
3. \_\_\_ Have you accurately indicated existing and proposed topography for the building site –including tide and/or flood elevation information, as applicable?
  
4. \_\_\_ Did you show all existing structures, as well as proposed structures, and distances to property lines?
  
5. \_\_\_ Have you identified all the physical features on the site?
  
6. \_\_\_ Did you show all streets and/or easements serving the property, indicate if public or private, provide the width of each, and show the edge of pavement, if applicable?  
\_\_\_ Did you accurately show your driveway, driveway dimensions, driveway slope and off-street parking?
  
7. \_\_\_ Have you indicated all existing site construction, utilities, septic tanks and leach fields, if applicable?