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

1. Provide location map with North Arrow (indicating LATITUDE & 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).
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?