

CONSTRUCTION DOCUMENT GUIDE:

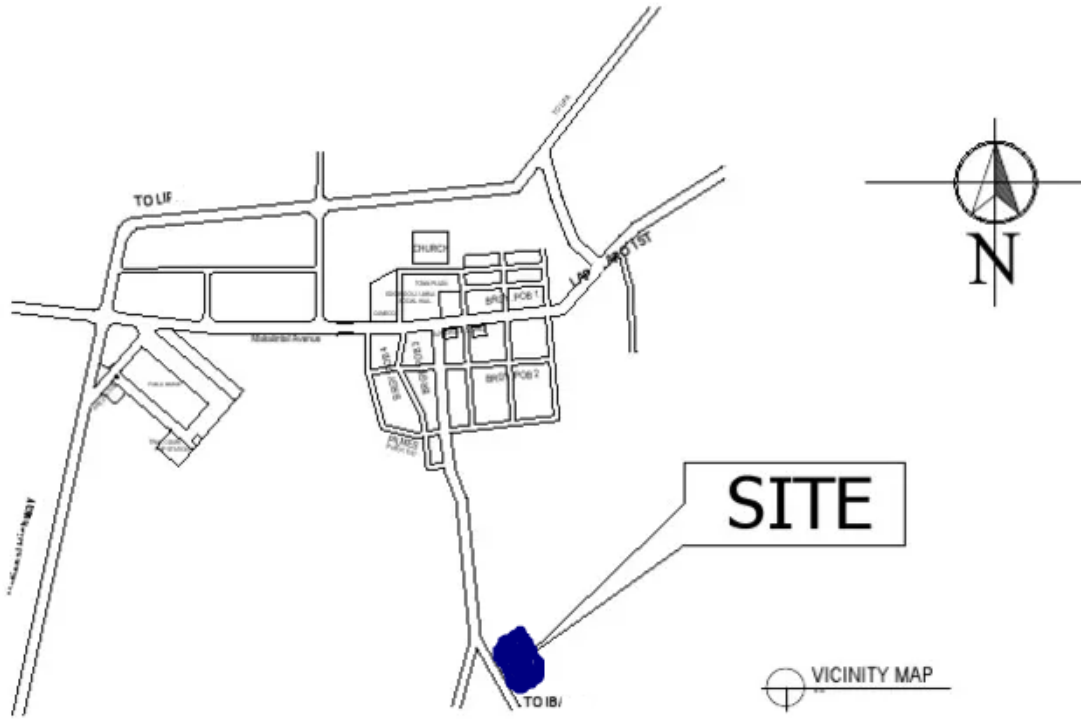
EXAMPLE / ILLUSTRATION – FOR INFORMATIONAL USE ONLY

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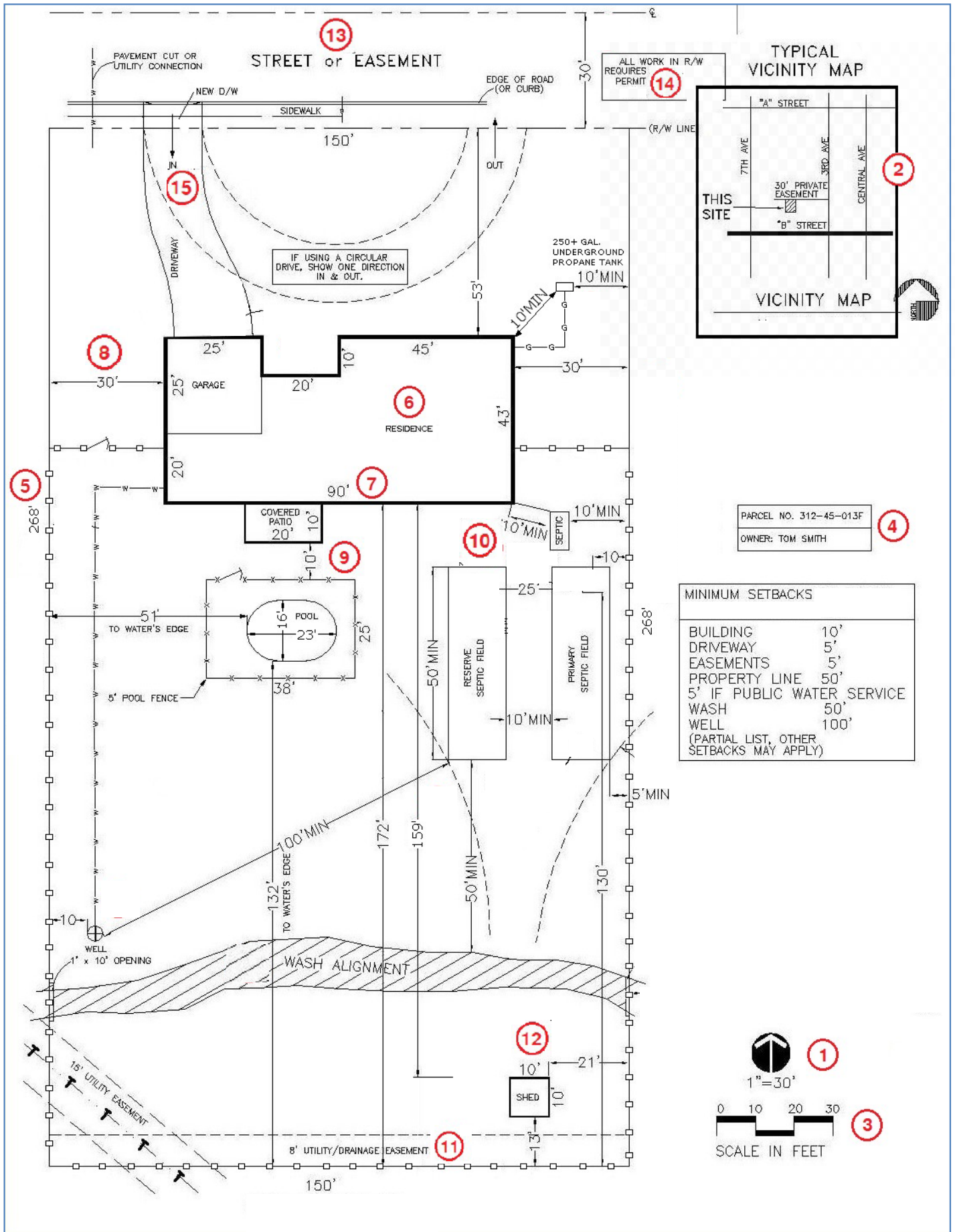
VICINITY MAP

EXAMPLE / ILLUSTRATION – FOR INFORMATIONAL USE ONLY



NEW CONSTRUCTION SITE PLAN

EXAMPLE / ILLUSTRATION – FOR INFORMATIONAL USE ONLY



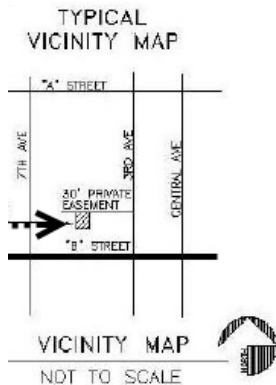
Please note that not all items will apply to every property and some properties may require additional information.

New Construction Site Plan Checklist

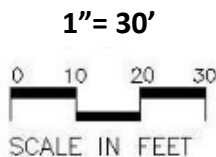
- 1) **North Arrow** – the north arrow is important because it orients your site plan. By convention, the north arrow points up on a site plan, but this does not have to be so. The important factor is the readability of the plan. So, orient the north arrow to give your site plan the best result.



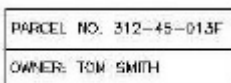
- 2) **Vicinity Map** – the vicinity map is a simple drawing to locate your property. It does not have to be to scale. It needs to show the major cross-streets and streets leading to the property. It is usually placed in the upper right corner of the site plan.



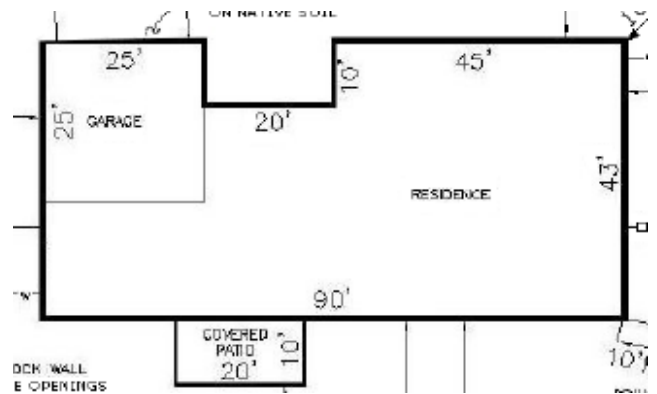
- 3) **Scale** – the scale you have chosen to use for your site plan needs to be indicated by a scale bar on the site plan. For example:



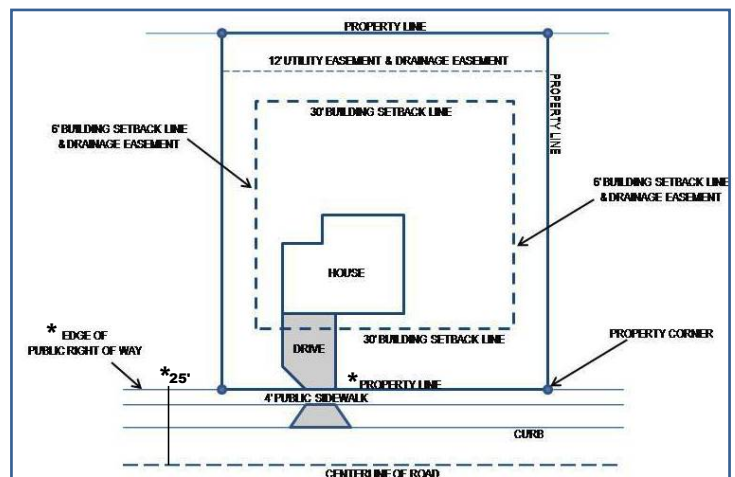
- 4) **Parcel Number** – to identify the property, the parcel number must be on the site plan as well as the owner name.



- 5) **Property Line Dimensions** – the property lines will be the major boundaries of the site plan. All sides of the property must be drawn and the dimension noted.
- 6) **Buildings and Structures with Labeled Use** – the structures on the sample site plan (including residence with garage, covered patio, pool and pool fence, septic tank, storage buildings, sheds, etc) must be shown on your plan and labeled in like manner.
- 7) **Building Dimensions** – show all the dimensions of all the structures you have identified on your plan for lot coverage designations.



- 8) **Setbacks from Property Lines** - Setbacks are established for zoning districts to regulate the distance structures must be from front, side and rear property lines. These are referred to as *Building Setback Lines** and are required to be on the site plan.



Setbacks from Property Lines Cont'd-

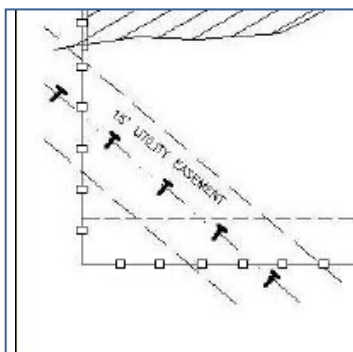
However, setback measurements are required from all structures to the property and build-to lines. For the primary structure, show a setback measurement for all sides of the building to the property lines. This will normally be 4 measurements unless your lot has more than 4 sides. Include ROW & Easements.

9) Distances Between Buildings – show the distances between each building.

10) Location of Septic Tank and Disposal Field,

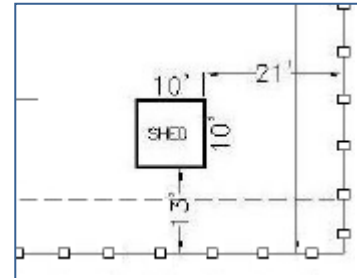
if applicable, with Setbacks to Nearby Structures - If your property has a septic system you will need to show the location of all elements of the system: the septic tank, disposal field and reserve field. You will also need to locate it on the site by showing the setback of the tank to the structure and the setbacks of the disposal field to the property lines and any other setbacks.

11) Easements – show all easements on your property. Easements may be described on your deed or you can locate these through your title company.



12) Accessory Structures - like Storage Tanks, Propane or Water Tanks, Storage Buildings etc. –

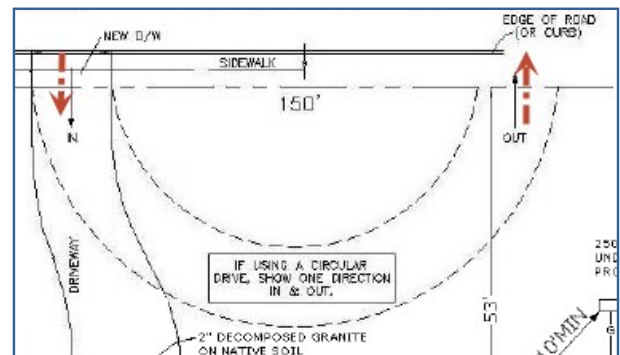
because these structures are accessories on the property, they must be shown with their setbacks to nearby structures. If a tank, its size must be noted and whether it is above or below ground.



13) Dedicated Street Access and Names – show and name any streets that are adjacent to your property.

14) Any Right Of Ways – a Right of Way is a particular type of easement reserved for transportation purposes.

15) Driveway – show the driveway on the site plan. If it is a circular drive, you must show an “in” and “out” because only one entrance to a property is allowed.

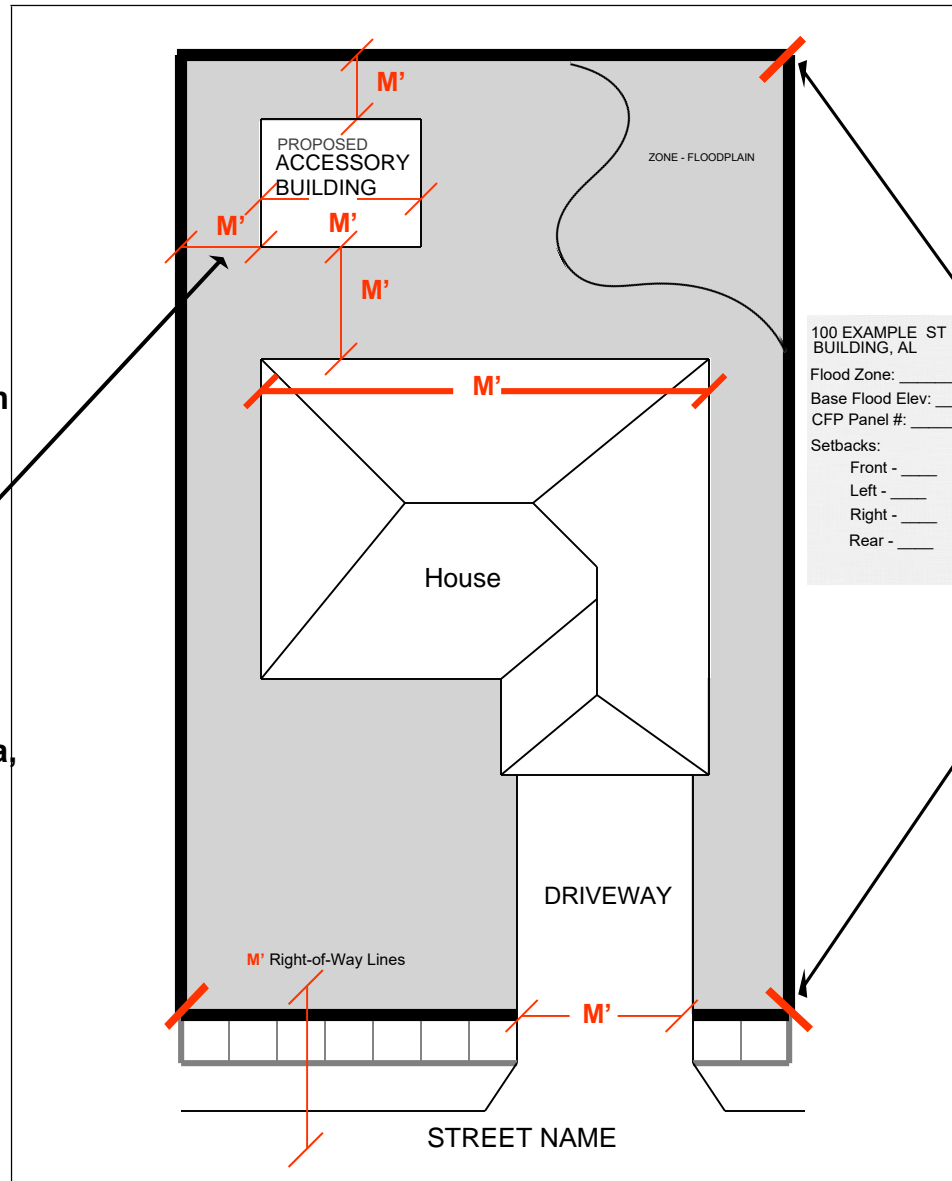


ACCESSORY STRUCTURE SITE PLAN

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- Property lines must be indicated with heavy black line.
- Primary and any other existing structures must be drawn on plan with dimensions.
- Dimensions required at **M'**. Includes existing and proposed buildings, setbacks from property lines, parking, etc.
- Dimensions to include area, length, width, and height.

Site Plan may be hand drawn using a ruler, but must be drawn to scale and show official property lines.



M'
Dimensions of Property Lines

If you have any questions please contact our office at: 205-338-7692 ext 3