



DEPARTMENT OF COMMUNITY DEVELOPMENT

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SITE PLAN CHECKLIST

Site plan must be legible.



Scan the QR Code to access the digital form.

Site Plan Checklist

Only complete site plans are acceptable. Staff cannot complete the site plan for you.

If you have questions please call before submittal.

Each item below is required on the site plan. The permit technician will review at time of submittal. Incomplete site plans will be returned.

- | DCD | YOU | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Title Block
Indicate applicants name, site address, Assessor's Tax Account # (Parcel #). |
| <input type="checkbox"/> | <input type="checkbox"/> | Scale - prefer engineer scale to architect scale
Indicate map scale. Use appropriate scale and note it on your site plan. (example - Scale 1" - 40') |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | North Arrow
Show an arrow indicating the NORTH direction. |
| <input type="checkbox"/> | <input type="checkbox"/> | Property Boundaries / Easements - full site plan is needed, attach detailed plan if needed
Show property lines and all easements (utility, drainage, dike, access, railroad, etc). Indicate site dimensions. Include building footprint square footage and names of adjacent roads. |
| <input type="checkbox"/> | <input type="checkbox"/> | Driveway
Show entire length and width of driveway in feet. Indicate grade of driveway in percent (%) slope. |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Footprint - do not add future proposed projects
Show location and dimensions of all existing and proposed buildings or structures. If this project includes an addition, clearly show the addition different from the existing building. Identify each building by its use (residence, garage). Indicate any decks, porches, or retaining walls. |
| <input type="checkbox"/> | <input type="checkbox"/> | Impervious Surface
Indicate the amount of new impervious area. Label new and old impervious areas. Include the sq/ft of building, roof area, parking area, patios and any new driveway (including non-paved driveways). |
| <input type="checkbox"/> | <input type="checkbox"/> | Setbacks
Indicate the building setbacks from all property lines with a dashed line. Include distances between structures, and distances from structures to critical areas, including shoreline setbacks when applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Power Lines from property boundary to structure |
| <input type="checkbox"/> | <input type="checkbox"/> | On-Site Septic System Location or Sewer Lines
Indicate method of sewage disposal. See back side for septic site plan requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Well Location or Water Lines - must show 100 foot radius around well.
Indicate the drinking water supply (existing and/or proposed, public or individual). Show all private well(s), public water mains and water supply pipes to all buildings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Propane
Show the location of the propane tank (if any).
Propane is prohibited in locations such as basements or pits or anywhere gas can unsafely collect. Propane tanks > 125 gallons - minimum setback of 10 ft. from property line and buildings. |

Design Firm
 Designer
 Address and Phone number of person preparing drawing

Sheet Title

Project Name
 Project Address if Applicable
 TAX PARCEL NUMBER

Checklist- Site Plan Checklist QR Code

