

Site Plan Requirements for Single-Family Building Permits

- What is a Site Plan? A site plan is an accurate, scaled drawing of a piece of property showing its size and shape, and the size, shape and precise location of all the features (building, structures, driveways, utilities, trees etc.) on the property.

Additional required information from checklist item 7 to be shown on a Site Plan: Permits will not be accepted without all the additional items listed below.

- Scale of drawing shall be a standard scale and legible. (1"= 20'-0" preferred)
- Location of all property lines and property dimensions – **The location of property lines shall be determined by survey monuments. Fence lines and hedge rows and other means are not acceptable.**
- Location, dimension and type of all easements on property. For additional information regarding this requirement contact the Engineering Dept.**
- Finished Floor Elevations and Property Corner Elevations
- Identification of adjacent streets (by name), alleys or other adjacent public property
- Sidewalk dimensions adjacent to property, street tree locations and planter strip
- If a tree preservation plan exists, indicate tree locations on the property. For additional information regarding this requirement contact the Planning Dept.

No Permanent Structure may be built under or over the surface of an easement

