

# How to create a Site Plan

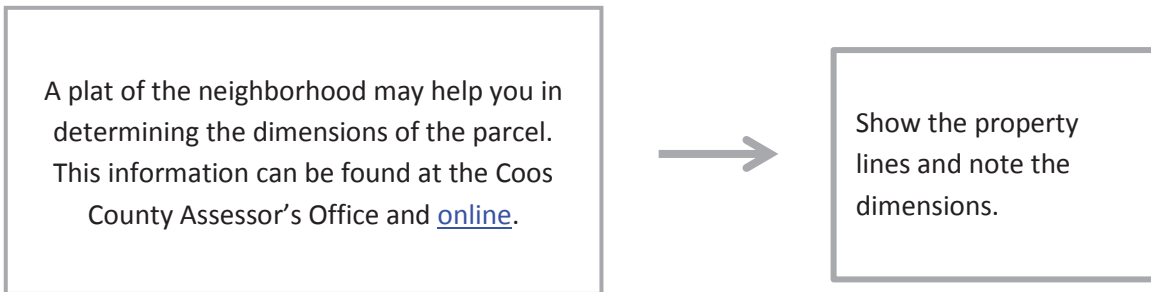
A **Site Plan** is a drawing of your property as seen from above that shows key information about your project. Listed below are key components of a site plan that must be included when applicable. Please draw clearly and accurately using 8.5" x 11" size paper at minimum and 11" x 17" paper at maximum.

## 1. Use a Scale

Choose a standard scale (Engineering or Architectural) and note the numeric scale used on plan (i.e. 1 inch = 20 feet).

## 2. Draw Property Lines

Label all dimensions in feet. Show surrounding streets.



## 3. Draw all Buildings and Structures on the Plan

Show existing buildings and structures as a solid line and all additions as a dashed line. Be sure to also show the precise footprint of all buildings or structures including, but not limited to steps, decks, porches, fences, eaves, gutters, and any meter boxes, propane tanks and HVAC platforms. Dashed lines should also be used to indicate changes above (roof) or below (septic) grade.

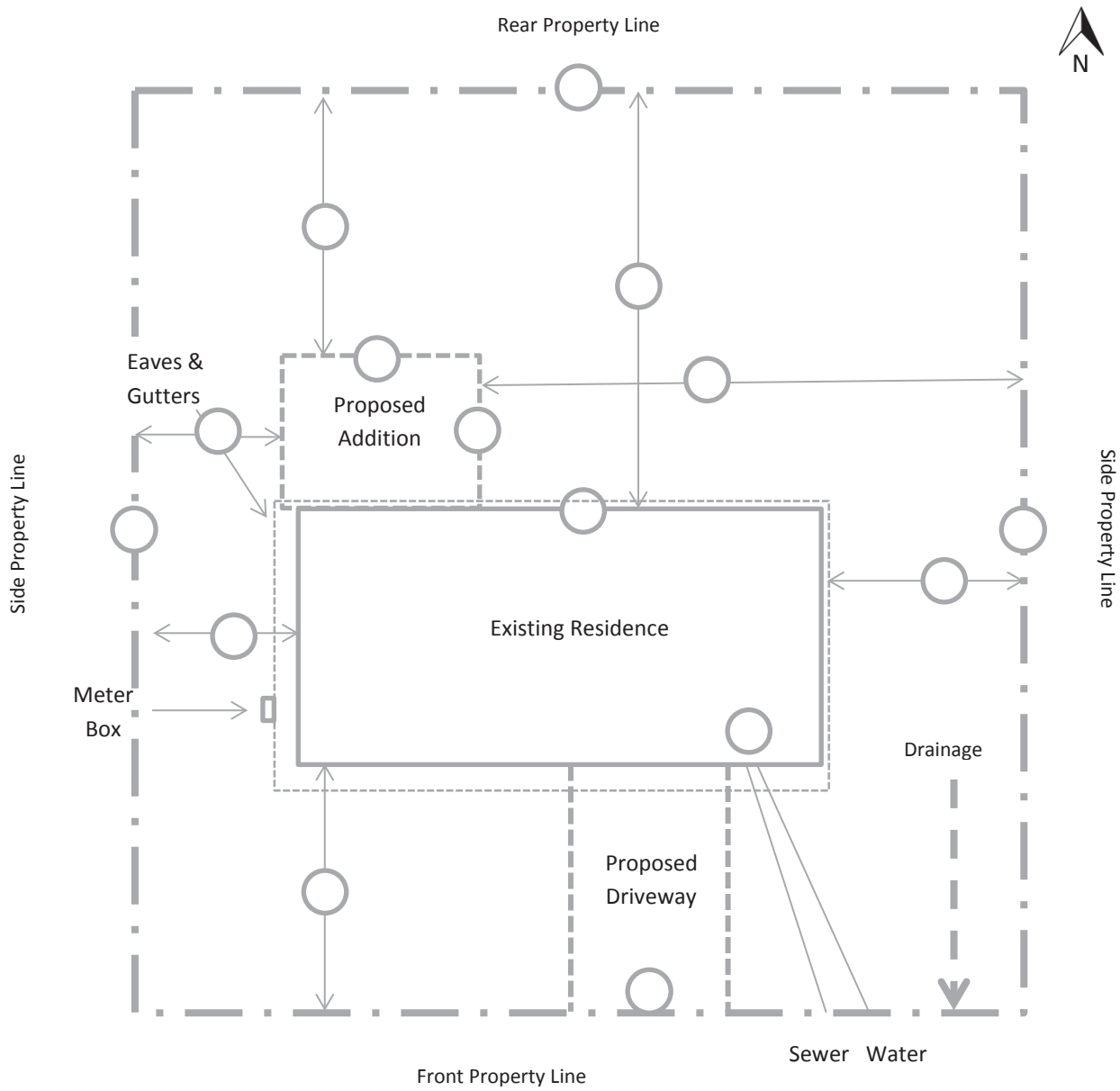
## 4. Draw Driveway and Parking on the Plan

Show all impermeable surfaces including parking areas, driveways, walkways, and patios in their precise locations in relation to your property lines and with their accurate footprint. Show proposed paved areas with a dashed line. You must also show the percent of your land that contains impermeable surfaces.

## 5. Other Items that must be on the Plan

- Tax Map #, Address, Property Owner, and north arrow. Drainage, meter box location, and required landscape buffers such as vision clearance.
- Required setbacks, any known easements, and water and sewer connection.
- Materials list for any hard surfaces may also be necessary
- Topographic information, including elevations and direction of slope.

# Sample Site Plan



**Street Name and House Number**  
**Applicant's Name**

- Additional information including: materials list for hard surfaces, location of meter box, known easements, applicable vision clearance, etc.

**Note:** On the site plan you create, please show distances in feet where you see circles shown on the Sample Site Plan above.