



Site Plan Requirements

A site plan is a drawing of your property showing the property lines and any structures that currently exist on that land (house, garage, fence, etc.) and where your proposed addition, deck, porch garage, fence, etc. is to be located.

A site plan should include:

- An arrow indicating north
- The scale of the drawing – Draw the site plan to the most appropriate scale, for example, 1"=10', 1"=20', or ¼"=1'.
- Property lines – For most additions, property lines will need to be physically located. Additionally, a certificate of survey, signed by a licensed surveyor, will be required in some cases.
- Adjacent streets and any easements
- The distance between buildings and between buildings and property lines
- The dimensions of the existing buildings
- A clear indication of the proposed addition or alteration
- Other appropriate items for your project

Site plan review

A site plan review determines compliance with local ordinances and applicable state building and mechanical codes. This review is done by a city planner. When the planner gives approval, the next step is to apply for permits.

Projects that usually do not require a site plan review:

Siding, roofs, window replacements, and miscellaneous repairs do not require a site plan review. Most electrical, plumbing, and mechanical permits also do not require a site plan review.