

## Environmental Services Site Plan Requirements

A preliminary site plan is required before permits are issued. A good resource for a site plan is a survey issued for a recent mortgage or refinance closing.

A site plan includes the entire lot, drawn to scale, with the following:

- Lot lines with dimensions and road frontage shown.
- All existing and proposed buildings and structures with overall dimensions and, for proposed buildings and structures, the distance measured from the nearest fixed reference points (such as property lines, lot corners, existing building/structures, etc.) that can be used to precisely locate the proposed building/structures should be clearly shown.
- Existing and proposed driveways, parking spaces, patios, pool decking, and walkways with width and surface material identified.
- Where known, existing or proposed well, septic tank and drain field location(s) or sewer and water easements and proposed connection location(s).
- All water features including ditches, easements, buffers, and flood hazard areas (FEMA or Flood prone soils).
- The location, type and relevant dimensions and capacities of storm water management structures, associated easements and other devices.
- Parcel identification number (PIN), address of property, north arrow, scale of the site plan, bar scale, and date map prepared (and any revision dates).
- If parcel is less than 5 acres, scales of 1" = 20', 30', 40', 50', 60' or 100' are acceptable on paper no larger than 11" x 17".
- For a parcel of 5 acres or more, scales of 1" = 100', 200', 300', 400' or 500' are acceptable in addition to the scales listed above and may be on any size paper. If the paper is larger than 11" x 17", or the scale is smaller than 1"=100', an inset or separate sheet must also be provided showing the proposed construction at a scale of 1" = 20', 30', 40', 50', 60' or 100'.

**\*\*These are minimum requirements. Special circumstances or small lots may necessitate further requirements\*\***