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.

- Title Block
  - Indicate applicants name, site address, Assessor’s Tax Account # (Parcel #).

- Scale
  - Prefer engineer scale to architect scale
  - Indicate map scale. Use appropriate scale and note it on your site plan. (example - Scale 1” - 40’)

- North Arrow
  - Show an arrow indicating the NORTH direction.

- 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.

- Driveway
  - Show entire length and width of driveway in feet. Indicate grade of driveway in percent (%) slope.

- 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.

- 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).

- Setbacks
  - Indicate setback from all property lines with a dashed line. Include distances between structures, and distances from structures to critical areas, including shoreline setbacks when applicable.

- Power Lines from property boundary to structure

- On-Site Septic System Location or Sewer Lines
  - Indicate method of sewage disposal. See back side for septic site plan requirements.

- 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.

- 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.