

How to create a Site Plan

Site Plan: A drawing of a property as seen from above, including, but not limited to a north arrow, grand tree locations, and date. Show proposed improvements with exact size, shape and location of all existing and proposed buildings and structures, parking areas, driveways, walkways and patios.

1

Use a Scale

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

2

Draw Property Lines

Label all dimensions in feet.

A plat of the neighborhood may help you in determining the dimensions of the parcel. This may be available from the RMC office of the county in which the property is located.



Show the property lines and note the dimensions.

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 show the precise footprint of all buildings or structures including, but not limited to steps, decks, porches, fences, bay windows and HVAC platforms.

4

Draw Driveway and Parking on the Plan

- Show all 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.

5

Locate Grand Trees

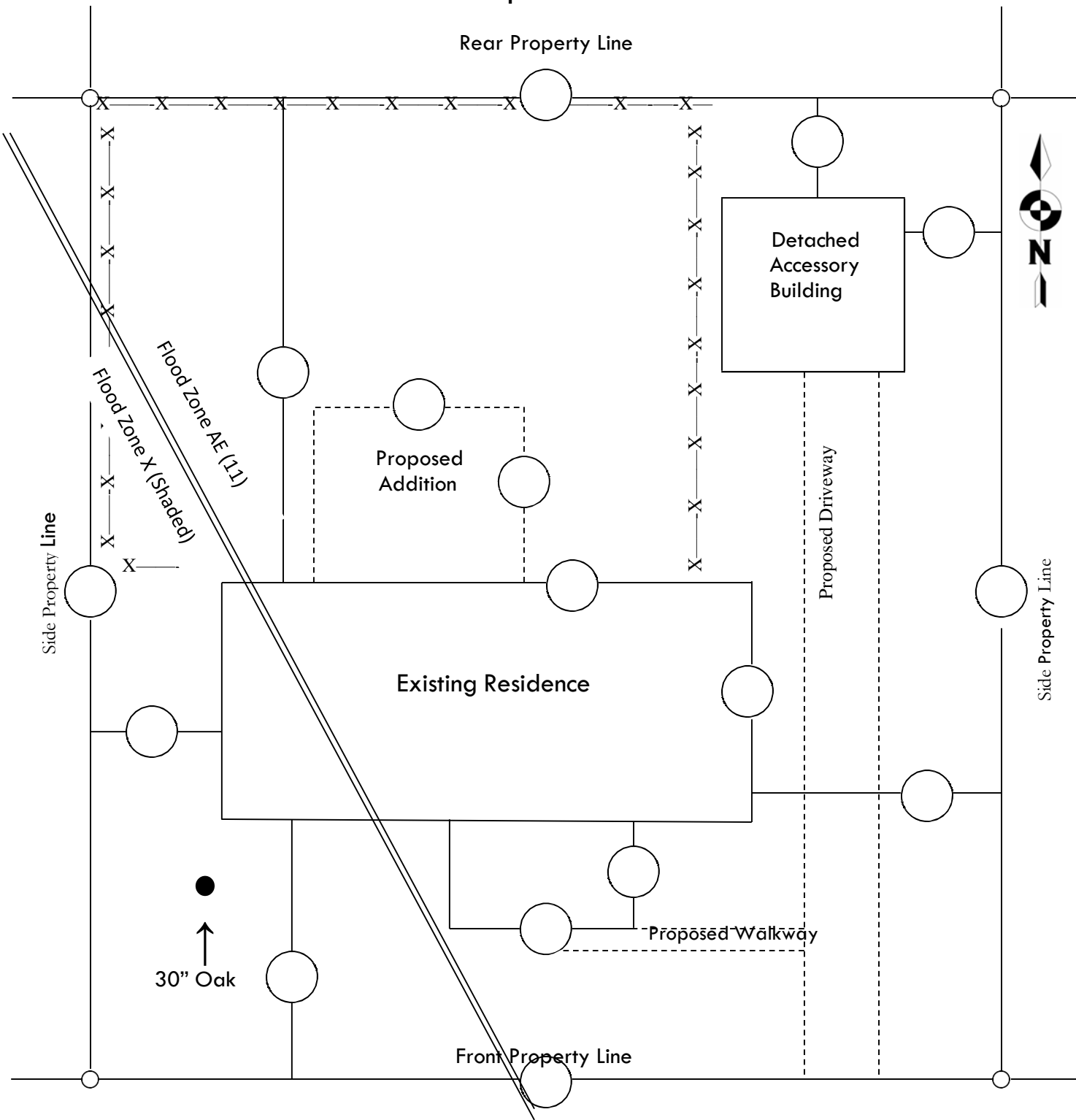
- A Grand Tree is a tree with a diameter at 4 ½ feet above grade that is 24 inches or greater.
- Use a dot to indicate the precise location of the center of the tree.
- Label the diameter and species of the tree.
- Please note that grand trees require a tree protection area based on size.

Other Items that must be on the Plan

- Tax Map #, Address, Property Owner, Name of neighborhood, and an arrow indicating North.
- Drainage, utility or other easements; required landscape buffers.
- Flood zone information and, if applicable, flood zone lines. A property in a flood zone may have additional requirements from Building Inspections.

* Don't forget to bring three copies of your plans when you come in for review.

Sample Site Plan



Street Name and House
Number 100 Main Street

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

This document is not intended to allow a site plan to be used when a survey, prepared by a licensed surveyor, is required.