

## Instructions

1. Draw and dimension to scale on the form provided or other suitable format; indicate scale for example, $1 /{ }^{\prime \prime \prime}: 1^{\prime}$ (the scale on the form is 5 divisions per $1^{\prime \prime}$ ). Note: A neat hand sketch may be all that is necessary if carefully prepared.
2. Indicate location of property lines and direction north.
3. Indicate slopes (1:2, etc) and direction of slope. Slopes must be indicated if greater than $4^{\prime}$ of elevation change in 100 .
4. Show distances from proposed structure(s) to property lines, other buildings or features on your lot.
5. Show and describe easements for sewers and utilities.
6. Include features such as retaining walls, driveways, curb cuts, buried utilities, wetlands and waterways.
7. Show plan dimensions of the proposed structure's (foundation) foot print. Do not show the floor plan, just the perimeter. This is a two dimensional sketch only; do not show anything in the third dimension. Your site plan is like a map or diagram and not a "picture". No isometrics! This is not your building plans which are a separate required submittal.
8. The proposed site plan needs to convey certain essential information in its simplest terms. For most residential activities the site plan does not need to be prepared by a professional but does need to be complete enough to be evaluated for general conformance to city standards such as setbacks and other code requirements.
9. The site plan created may be also used as a template for submitting other plans such as erosion control, sanitary sewer or storm sewer.
10. Location of Property.
11. Directional Arrow Indicating North.
12. Any Adjacent Property Addresses and Landmarks Near Subject Property.
13. Nearest Intersecting Roads.
