



Basic Site Plan Checklist

Project/File Number _____ Accepted by _____

Project Name _____ Accepted by _____

The site plan must be legible and easily understood by professionals and the public. It must clearly differentiate between existing and proposed development.

Basic Site Plan contents:

Basic Requirements

- Plan sheets 18" x 24" or 24" x 36" in size (smaller size may be acceptable with prior approval)
- Standard Engineer's scale, for example: 1 inch = 20 feet
- Title block: Project name; owner's name; site address, tax parcel number; subdivision name
- North arrow
- Vicinity map
- Depict the entire property and the area within 150-foot radius of the property
- Zoning /Comprehensive Plan designation

Property Information

- Property boundaries (bold line)
- Existing and proposed structures – Clearly differentiate between existing and proposed structures. Label each structure by its use (e.g. garage, landscaping/retaining wall, fence, mechanical equipment)
- Setbacks/buffers from property lines, easements and/or existing buildings for all structures (as applicable)
- Impervious (hard) surface coverage calculation
- Proposed and existing elevations in 2 or 5 foot contours
- Easements: Include access, utility, other (e.g. use easements, conservation easements)



Subdivisions

- Location and size of proposed lot(s)
- Proposed building envelopes (required for binding site plan applications)

Landscape (Chapter 14.72 LSMC)

- Location of existing or proposed open space and/or required landscaping
- Locations of significant trees and/or stands of significant trees as defined in Chapter 14.08

Critical Areas

- All critical areas and associated buffer areas as defined in Chapter 14.88 (if present)
- Shoreline jurisdiction: Include ordinary high water mark, shoreline buffer?
- The proposed clearing and/or grading limits and areas of land disturbance
- Stormwater facility: Location/management method (e.g.) dispersion, infiltration, detention)

Utilities

- Sewer/septic system facility: Include lines, primary and reserve drainfields, and setbacks
- Water/well facility: Include lines, water meters, well house, well protection area
- Other facilities: Include power lines, fire hydrants, generators, propane tanks, heat pumps, solar, etc.

Street and Parking

- Access to the property (existing and proposed): Dimension adjacent rights-of-way/access easements and driving surface with. Depict access from a right-of-way, emergency services access, driveways, non-motorized access (e.g. sidewalks, trails)
- Layout of internal vehicular and pedestrian circulation system
- Parking lot/space layout and dimensions or existing parking spaces and when applicable loading areas (for commercial or multi-family projects show compliance with the IBC Chapter 11 Barrier Free requirements)
- Public improvements, including: pavement width, sidewalk, curbs, gutters, etc.