Site Plan Checklist
Single Family, Duplex, and Manufactured Home Dwellings

General Information (List this information on the Site Plan):

- Scale based on engineer’s scale
- North arrow
- Plan date
- Owner name and address
- Site address (with lot number, if applicable)
- Acreage or square footage of parcel
- TMS number
- Zoning classification of property
- Existing use (Example: “Existing Use = Single Family”)
- Proposed changes to property (Example: “Proposed Changes = New House”)
- Height and stories of structure
- Footprint area for all structures on the lot (including all accessory buildings)
- Number of bedrooms and bathrooms (if addition, list OLD (NEW) numbers)

Site Plan (Draw and Label all items and label “Existing” or “Proposed” where applicable):

- Property lines with dimensions
- Setback lines
- All structures (main and accessory structures)
- Streets
- All right-of-ways and easements**
- Pavement and driveway widths
- Distance from curb cuts (driveways) to road intersection (20’ minimum)
- Points of ingress/egress, or driveways (minimum 9’, maximum 20’)
- Parking areas and surface materials (pavement, grass, etc.)
- Dimensions of parking spaces/driveway (if proposed)
- Sidewalks (4’ minimum width)
- 100 year flood plain
- Sewer & water lines labeled with diameters**

Approval Signatures (must have the following approval signatures prior to submittal for building permit)

- Public Utilities Director
- Planning/Zoning Department

* Site Plan submittals must include a copy of the most recently recorded plat for verification of lot dimensions
** Contact Public Utilities for location of existing sewer and water lines and right-of-ways/easements