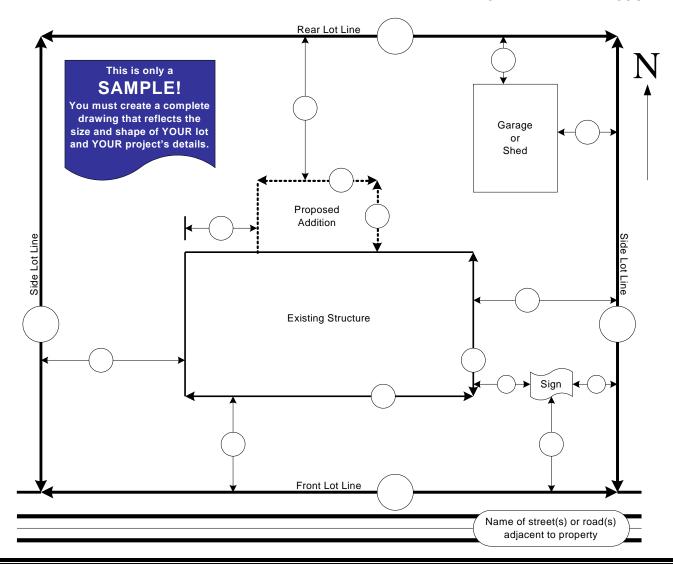


BUILDING & ZONING DIVISION SAMPLE SITE PLAN

Instructions for preparing a Site Plan

- I. On an $8-\frac{1}{2} \times 11$ sheet of standard paper (or larger), draw your individual property. Your drawing MUST be to scale and show adjacent street(s) and roads(s), with a direction arrow indicating north.
- II. Show ALL buildings, mobile homes, garages, sheds and any other structures on your property on the site plan, regardless of the reason for requesting a permit.
- III. If the requested permit is for an addition, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- IV. After locating all structures on your property, show distances in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
- V. Sign and date your site plan drawing before submitting it with your permit application.
- VI. The drawing below is <u>SAMPLE ONLY</u>. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect YOUR property and YOUR project. Where the shapes of building(s) differ, include measurements for the offsets from the lot lines or other parts of the building(s).



Sample Site Plan B19.0902