



# Building Site Plan Checklist

*Please use this checklist while drawing your site plan*

- Draw to Scale
- Show north arrow
- Show date drawn
- Show address, or parcel number if not yet addressed
- Show all existing parcel lines, lot shape and lot dimensions
- Show centerline of fronting road easement
- Show locations and dimensions of existing and proposed structures
- Show dimensions of clearing limits around structures
- Show location of existing and proposed water wells with wellhead protection area
- Show existing and proposed septic tanks, transfer lines, drainfield and reserve area
- Show distance from all structures to property lines
- Show proposed driveway/ access location
- Show existing easements (utility, road, drainage, septic, etc.)
- Show location of any proposed fill or excavation associated with the proposal
- Use arrows to show the direction of downslopes with approximate slope percentage

*Site plan paper sizes accepted: 8.5x11, 8.5x14, and 11x17 (No **photographs** or background images)*

See Reverse Side for Example Site Plan



# Example Site Plan

