

BUILDING AND SITE PLAN (PLOT PLAN) CHECKLIST

SITE PLAN - IDENTIFY THE FOLLOWING ITEMS ON THE SITE PLAN

- Drawn to a legible scale
- North Arrow
- Owner name, address & phone number/ Contractor name, address & phone number/Designer name, address & phone number
- Location of property, address, map and tax lot
- Easements of record (should be part of property title report)
- Property line locations and dimensions (differentiate between street, right of way and property line)
- Square footage of property
- Indicate all public & private street names bordering and adjacent to property
- Existing structures (buildings, driveways, sidewalks, curb cuts, fencing) circle what applies
- Proposed structures (buildings, driveways, sidewalks, curb cuts, fencing) circle what applies
- Identify lot coverage percentage for all existing and proposed structures
- Existing water and sewer lines, connections, manholes (mark on site plan "Existing sewer lateral")
- Proposed water and sewer lines, connections, manholes, storm drains, utilities (mark on site plan "Proposed manhole")
- Setbacks from property lines of **all** existing and proposed structures
- Access & type of proposed surfacing - indicate grade
- Off-street parking plan (Single family & duplex must show location of two standard spaces for each dwelling unit)
- Temporary sediment & erosion control/Permanent water quality measures
- Landscape Plan (20% of net lot area)
- Topography/contour lines
- Indicate location of downspout fallout & property drainage patterns
- Indicate location of fire hydrants and request fire flows.
- Grading & fill plan of any material to be removed, added or redistributed (indicate natural features; trees, marshes, etc)
 - May be submitted as separate document
- **Commercial submittals shall include (1)location of trash receptacle and enclosure (2)parking plan (3)landscaping plan (4)lighting details (5)sign location

STRUCTURAL SUBMITTAL REQUIREMENTS

- One (1) set of legible plans drawn to scale
- Site Plan drawn to scale - to include elements noted above
- Foundation plans** - Size, shape & dimension of foundation/basement walls - Size & location of footings, pier pads, posts, girders, joints & connectors - Access location & footing drains - Anchor bolts, hold-down types & locations - Venting location and size
- Floor plan** - Show each floor level - Label use and size of all rooms - Size & type of doors, windows, stairs & wall openings
 - Attic access location & size - Location and type of heating systems, appliances, skylights, fireplaces, smoke detectors
 - Indicate all balconies, decks which shall include framing plan, guardrail detail and connections
- Framing/cross-sections** - Indicate framing member sizes and spaces for floor beams, headers, joists, wall and roof construction
 - show details of wall and roof sheathing, roofing, roof slope, ceiling height, siding material
- Insulation values
- Elevation views (Exterior elevations must reflect actual grade)
- Wall bracing (prescriptive path) or lateral analysis plans (Identify all braced panels)
- Floor/Roof framing (Plans for all floor/roof assemblies shall indicate member size, spacing and bearing locations)
- Engineered floor/roof truss design details
- Basement and retaining wall if applicable (Cross sections and details and/or engineers calculations)
- Beam calculations (1 set)
- Mechanical details (Identify location of water heater, furnace, ventilation fans, appliances)
- Provide energy code compliance
- Provide Residential Energy Additional Measure Selection form (if applicable)
- Provide Moisture Content and Lighting Requirements form (if applicable)
- Provide Responsibility Acknowledgement form
- Duplex plans shall indicate approved 1-hour fire separation system

****If property is in a floodplain, permit application and additional documentation may be required.**