
SITE PLAN FORMAT

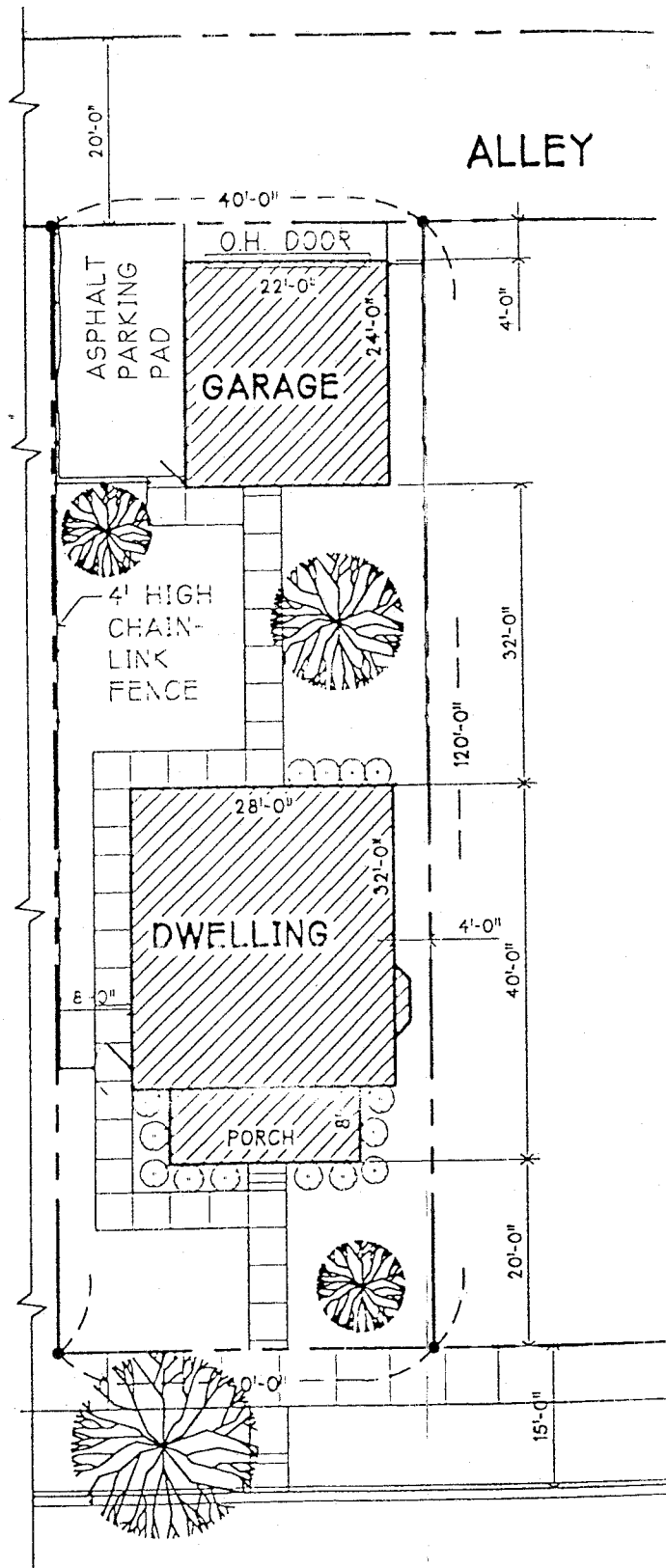
A site plan is a drawing representing the layout of the lot, dealing with such external factors as placement of the building, vehicle parking, street access, and other such attributes.

An acceptable site plan must be submitted with the application. **All projects must submit full size scaled plans in order for the zoning staff to determine the variance(s) required**, also include one set on either 8 ½" x 11" or 8 ½" x 14" paper. The following information should be on the site plan:

1. The name, address, and daytime phone number of the applicant.
2. A legal description.
3. The direction of north shown with **N** preferably toward the top.
4. The layout of the property drawn to scale and dimensioned. The scale should be stated such as 1" = 20'.
5. The placement of all pertinent features within the property such as the main building, accessory buildings, driveways, walkways, significant features like trees, landscaped areas, gardens, hedges, parking areas, terrain conditions, etc. Also include any affected buildings on adjacent properties
6. For variances, indicate clearly the proposed changes requested. For example, show current and proposed setbacks.

This site plan will be reviewed by many people. It should be legible, accurate and complete. If it is not, there may be a delay in getting zoning approval. For an example, see Site Plan Residential.

If you have any questions regarding the preparation of a site plan, please call 651.266.9008.



STREET NAME _____



TYPICAL SITE PLAN

1" = 20'0"

NORTH