

SITE PLANS & SURVEY REQUIREMENTS			
Do I need a Site Survey? <i>(A site survey is not always required, but is always recommended)</i>	Yes	No	
Boundary Line Adjustment			
Subdivisions & Plats			
Interior improvements and small alterations well with property boundaries			
Primary structures – residential, commercial, and industrial			
Secondary structures – suggested <i>(May be required)</i>			
Fences, retaining walls and landscaping <i>(May be required)</i>			
What Site Plan do I need:	Preliminary	Basic	Enhanced
Interior-only improvements			
For preliminary discussions with planning team			
Small commercial alterations			
Change of use not affecting parking, truck loading, and vehicle access			
Residential, one and two-family dwellings			
Detached accessory structures less than 2,000 square feet in area without new vehicular access.			
Complex projects such as construction of a new single-family, multifamily, or commercial project.			

Preliminary Site Plan Requirements

- Owner's Name & Address of Project
- Legal Description/Easements/Parcel #/North arrow
- Property, Easements and Right-of-way Lines, dimensions, and bearings
- Dimensions of right-of-way, streets & alleys; curbs, sidewalks, and street trees
- Boundaries of Critical Areas, shorelines
- Pedestrian access; Location of driveways, parking, and paved areas (existing and proposed)
- General location, size, shape of existing and proposed structures, retaining walls, and driveways.
- Distances of existing and proposed structures from property lines

Basic Site Plan Requirements

- Include requirements of the Preliminary Site Plan**
- The drawing's scale (min. 1" = 10')
- Specific location, size, and shape of all existing and proposed structures, including buildings, retaining walls, and driveways.
- A location plan is required when repair and/or minor interior alteration to an existing structure is proposed.
- Street and alley improvement dimensions
- Including site lot coverage calculations
- Identification of proposed work, including proposed changes to the physical features of the site or existing structures. Clearly distinguish between existing and proposed features
- Location and dimension of all window wells, fireplaces, chimneys, etc.

- Center elevation and developed roadway at 25-foot intervals if a change to access or parking is proposed.
- Identify existing and finished grade elevation of driveway at property line, and at garage entry, if a change to access or parking is proposed.
- Curb cut width and distance from adjacent property lines (label as "existing" or "proposed")
- Identify all physical restrictions to site access (utility poles, rockeries, slopes)

Enhanced Site Plan Requirements

- Include everything required on the Preliminary and Basic Site Plans**
- Elevations and contour lines with labeled contour intervals on sloping sites or where earth grading is proposed (2-foot intervals)
- Identify top and bottom of steep slopes and show dimensions from slope top/bottom to building(s).
- Identify drainage ditches, natural watercourses, or culverts.
- All proposed and existing street trees and other landscaping in the public right-of-way.
- Sewer mains
- Water mains, fire hydrants, and water meters
- Storm drains, catch basins, and inlets.
- Power poles, streetlights, street signs, etc. adjacent to the subject property.
- All other elements between the pavement edge and the property line (such as side sewer, electrical ducts and vaults, electrical conduits curb ramps, etc.)
- On-site stormwater treatment, infiltration, or detention system