



# SITE PLAN CHECKLIST

All project requiring Planning Division review MUST include a site plan per the requirements below (Zoning Ordinance - Article 55.2)

- ① A north arrow and scale of drawing.
- ② The site address and Assessors Parcel Number (APN).
- ③ Lot dimensions and boundaries, including the total area of the property in sq. ft. or acres.
- ④ Location, function, height and size of all existing and proposed structures (including walls and fences) on the property. Gross and net floor area for all commercial and multi-unit development.
- ⑤ Location of driveways and required parking areas. Construction material of driveways and parking.
- ⑥ Distance from proposed and existing structures to property lines, and to centerline of street or alley. Distance between principal and accessory buildings and structures. Include any established building setback lines.
- ⑦ Adjacent right(s)-of-way including street names, route numbers, width of right-of-way, existing center line and existing surfacing.
- ⑧ Location and nature of all existing and proposed public and private easements.
- ⑨ Location of wells or statement that the property is to be served by public water. Location of watercourses. Location and direction of slope and/or drainage facilities.
- ⑩ Location of septic tanks and leach fields including expansion area or statement that the property is to be served by public sewer. If a septic system is existing or proposed, the two (2) site plans must be approved by the Environmental Health Division prior to plan submittal.
- ⑪ Two (2) copies of the site plan no larger than 11"x17" are required.
- ⑫ Other pertinent data as may be required by the Planning Division.

