A site plan is a detailed scaled drawing which depicts the current and proposed improvement and uses of a parcel of land.

Drawing your site plan is easier than you might expect. With accurate measurements, pencil, paper and a ruler you can draw a site plan right at home. For more complex projects you may need professional expertise.

Below is a checklist of items that should be on your site plan. For items that do not apply to your project simply indicate N/A over the checkbox.

- [ ] Scale factor. For example, 1” = 20 ft. for smaller lots or 1” = 50 ft. for larger lots.
- [ ] North arrow
- [ ] All property lines and their dimensions
- [ ] All known easements – utility, drainage, driveway, etc.
- [ ] Exterior dimensions of proposed and existing structures, including additions, decks, and stairways.
- [ ] Building setbacks - distance from all structures to nearest property lines. Front property line(s) (property lines abutting a right-of-way) require a 20 ft. setback. Setbacks for other property lines are 5 – 8 ft., depending on the number of stories. Setbacks are measured from the property lines, NOT the road.
- [ ] Site work - Areas affected by excavating, filling, grading, or vegetation removal (with soil disturbance)
  - o label the building location(s) disturbed area
  - o label areas used for driveway/parking/maneuvering
  - o approximate volume of excavated material: ____________________________ cubic yards
  - o approximate volume of filled material: ____________________________ cubic yards
  - o label areas of disturbed soil that will be revegetated naturally or landscaped (indicate areas of seeded grass or plantings such as trees and shrubs)
  - o label limits of undisturbed vegetation
- [ ] Draw and label adjacent roads
- [ ] Label length and width of driveways & parking spaces (standard space is 9’ x 19’)
- [ ] Drainage – Indicate direction of surface flow, label structures such as ditches, french drains & swales
- [ ] Show wetland boundary if applicable
Anywhere Road

20 ft. setback from front property line
5-8 ft. setback from side & rear lot lines

Driveway 15'x60'

Parking 24' x 20'

Drainage flow

Bay window

Deck 22' x 8'

Fill boundary

Shed 12' x 16'

Drainage flow

Topo line 5' drop

Wetland boundary

Two-story single family residence 32' x 40'

Proposed retention area ____sf

Scale 1” = ____ ft.
Example building elevation drawing (exterior view)

- Building height
- Wall dimensions
- Grade / topography

Draw your elevation(s) below or provide on separate sheet(s)