



**Development
Services
Division**

**SITE PLAN REQUIREMENTS
FOR SECOND RESIDENCES
(DIRECTOR REVIEW AND APPROVAL)**

Department of Public Works and Planning

The purpose of the site plan is to enable the Department of Public Works and Planning to determine whether or not a proposed development conforms to Zoning Ordinance regulations. The requirements listed below are necessary to ensure proper review based on complete information and to prevent unnecessary delays in the processing of applications.

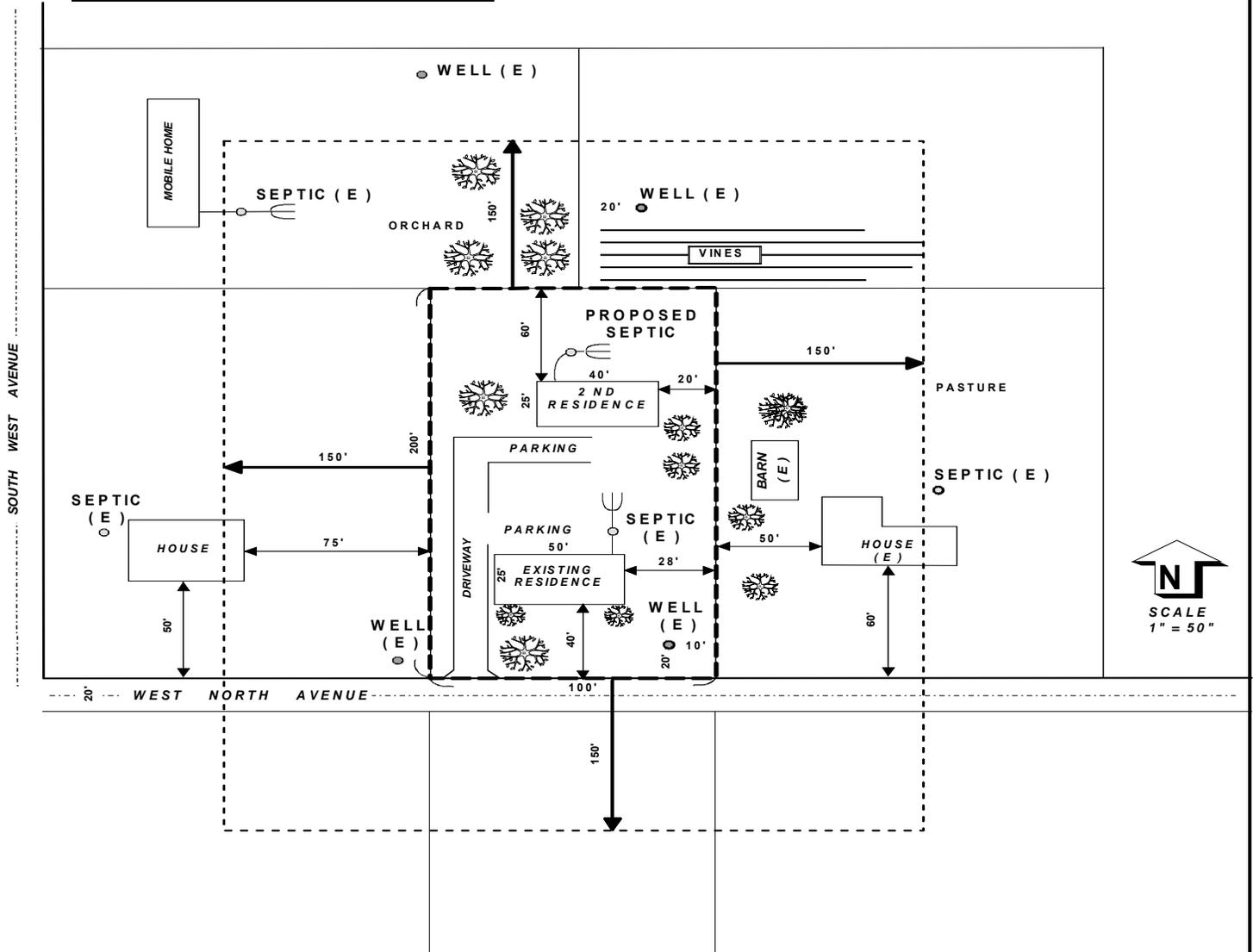
REQUIREMENTS FOR SITE PLAN

1. Four (4) folded copies of a Site Plan must be submitted with the application.
2. The Site Plan must be drawn on a sheet having a minimum dimension of 8½ inches by 11 inches. **Note: Large plans must be folded to 8 ½ by 11 inches, and one copy reduced to 8 ½ by 11 inches. Please do not use graph paper.**

The following information must be shown on the Site Plan:

- a) The plan must show the entire parcel of property described in the application and 150 feet of the adjacent parcels. If only a portion of an existing parcel is to be developed, or if a parcel is very large, a key map of the development area showing the entire parcel and identifying the development area can be submitted with a more detailed to scale map.
- b) The plan must be drawn to scale, and the scale must be clearly shown. (Scale should also be large enough to adequately show required information).
- c) The plan shall be oriented to the north and show an accurate north arrow.
- d) All existing and proposed buildings and structures on the subject property and adjacent properties. These must be identified for use and labeled as proposed or existing.
- e) All existing wells and septic systems on the subject property as well as those located within 150 feet of the perimeter of the property or a note stating that there are none. Disposal fields shall be identified as leach lines or seepage pits as appropriate.
- f) All adjacent streets and roads and their names.
- g) Access to the property (i.e. driveway approach).
- h) All dimensions of the site (or sites) and structures.
- i) The distance of all buildings and structures from property lines.
- j) Mature trees, crops, and landscaping.
- k) The location of the existing and proposed parking areas.
- l) Any other information as may be pertinent to the application.

Example of Site Plan Requirements



REQUIREMENTS FOR FLOOR PLANS AND ELEVATIONS

Four (4) copies of the floor plans (either 8½ by 11" or folded to 8½ by 11") and four (4) copies of the elevation views (either 8½ by 11" or folded to 8½ by 11") of **both the primary and the second residence** (including main color, trim color, and type of roofing and siding). Elevation views of an existing residence may consist of photos of the front and side elevations.

REQUIREMENTS FOR PHOTOGRAPHS

Provide photographs of the existing dwelling, and panoramic views of the property taken from the proposed location of the second dwelling from eight different directions (north, northeast, east, southeast, south, southwest, west, and northwest). Please label the back of each photo as shown at right.

