

**Site Plan Illustration**

Checklist

All new construction permit application submittals require a site plan be attached to the application. The following items shall be indicated on a site plan illustration:

*(Site plans submitted without this information referenced may experience a delayed review time.)*

- Property address
- Property lines and their dimensions - Property lines can be verified with a certified boundary survey. It is the home owner's responsibility to know the property line location. (Existing fences do not always constitute actual property lines.)
- All adjacent streets and/or alleys – please label street names
- Driveways - existing and/or proposed
- Sidewalks - adjacent to or on the property
- Proposed structures – show dimensions including height and width
- Distances between structures
- Distances between structures and property lines
- Adjacent areas - (example: neighbor's house, vacant lot, etc.)
- Location of water meter pit lid
- North Arrow

An example site plan is shown on the back of this checklist. This example is for reference only and may not be used as the site plan submittal for your application.

Please direct your questions to the  
Community Development Customer Service Center  
at  
303-655-2017