



Site Plan Drawing Checklist



All submittal materials listed below must be submitted electronically, in .pdf format.

View the Example [Site Plan Drawing](#) that includes, at a minimum, the following. The site plan must include all property boundaries, structures, easements, and other relevant features, drawn to scale.

Aerial or Google maps will not be accepted.

North Arrow, Written and Graphic Scale at an even numbered engineer scale (1" = 10', 20', 30', etc.) - No larger than 11" x 17" in size. If the parcel is very large, in addition to the parcel dimensions, you can use a zoomed in shot for the details of structures. Distances to ALL four (4) parcel boundary lines are still required.

Platted and Known **Easements and Building Setback Lines** as reflected upon the original subdivision plat, if applicable.

Location, Exterior Dimensions (or total square footage of building footprints) and Use Identification of ALL Proposed and Existing Structures with Distances from the Structures to the Front, Sides, and Rear Property Lines and Distance to or Separation between Other Existing and Proposed Structures.

Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line.

Existing and Proposed Fences -- Location, Type, and Height.

Existing and Proposed Access Points-- Location, Widths, and Distances to property lines on each side.

Corner Lot measuring requirements, UDC Chapter 17.04.090(c): Where two streets intersect, the minimum sight triangle length is 30 feet. Where a driveway intersects with a street, the minimum sight triangle length is 15 feet.

Add the **Road Names** Adjacent to Property

Site Plan must have the Assessor Parcel Number, Property Owner Name, Address, Legal Description, and Zone District.

Find the **Assessor Parcel Number** in [Parcel Records Search](#) by entering Address or Owner's Name.

From the search, also get the **Property Owner Name, Address, and Legal Description of the Property.**

Next, in the map menu, click on the layers icon, check County Zoning to get the **Legacy Zone District. Then go to the UDC, Page 7, to get the updated zoning.**