



## How to Draw a Site Plan

A “site plan” is an accurate drawing or map of your property that shows the size and configuration of your property and precise location of all man-made structures (i.e. buildings, walls, driveways, walks, fences, etc.) and all bodies of water and water channels (ponds, streams, etc.)

A site plan should show what currently exists on your property and what is being proposed.

Site plans are required to accompany most applications submitted to the Building Inspections Office.

A site plan is also very helpful to have when you have questions about what you can and cannot do with your property. It will help the Building Official to see specific and unique conditions of your site; it will allow for you to receive more reliable, rather than general, information about your site. This is particularly important when you are applying for a zoning or building permit.

- Name and address of the property owner.
- The address and Gage County Tax Parcel ID number of the property.
- The location and dimensions of all parking and driveway areas.
- The location and name of all adjacent streets.
- Any and all bodies of water including ponds, basins, lakes, streams, and or stormwater swales etc. (Plan should indicate the presence of any bodies of water with 125’ of your property, as well as those internal to your property).
- Any easements that cross the property, or other pertinent legal information.
- The property lines and their dimensions, and the property’s total acreage.
- Dimensions showing how far all existing structures are from at least two (2) adjacent property lines.
- Identification and location of exactly what work is being proposed.

When measuring from a street line, it is important that you indicate where your dimensions are from (i.e. “center of road”, “edge of paving”, “edge of right of way”, etc.)

In reviewing your application or site plan, there is the possibility that the Building Official may ask you for more detailed, specific or additional information.

There may be occasions when you will be required to have your plan prepared by a surveyor or professional engineer.

**It is important to be as accurate and complete as possible. Permits issued and approved based upon incorrect or incomplete information may be revoked.**

**See Attached Sample Site Plan (Reverse Side)**

Joe Smith

123 Ella Street

Parcel ID 0101010101

