

Site Plan Checklist

- 1) **North Arrow** – the north arrow is important because it orients your site plan. By convention, the north arrow points up on a site plan, but this does not have to be so. The important factor is the readability of the plan. So, orient the north arrow to give your site plan the best result.



- 2) **Vicinity Map** – the vicinity map is a simple drawing to locate your property. It does not have to be to scale. It needs to show the major cross-streets and streets leading to the property. It is usually placed in the upper right corner of the site plan.



- 3) **Scale** – the scale you have chosen to use for your site plan needs to be indicated by a scale bar on the site plan. Acceptable scales are 1:10 ratios. For example:



- 4) **Address, Parcel Number and Owner Block** – To identify the property for all reviewing disciplines, the parcel number must be on

the site plan as well as the owner name and property address (if assigned).

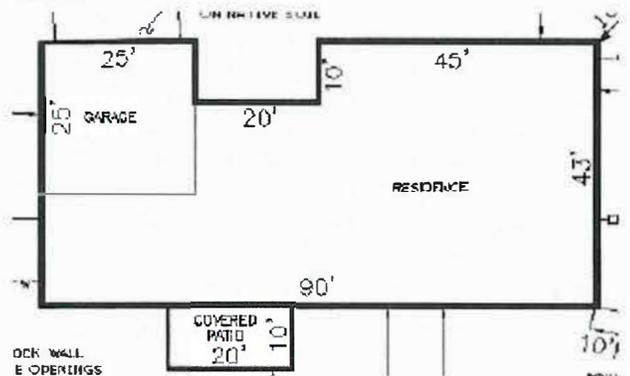
PARCEL NO: 312-45-013F
OWNER: TOM SMITH

- 5) **Property Line Dimensions** – the property lines will be the major boundaries of the site plan. All sides of the property must be drawn and the dimensions noted.

- 6) **Label Use for All Buildings/Structures**

Including Fences – the structures on the sample site plan include the residence with garage, covered patio, the pool and pool fence, the septic tank with disposal areas noted, the CMU block wall, the propane tank and the shed. On your plan show all the structures on your property labeled in like manner.

- 7) **All Building Dimensions** – show all the dimensions of all the structures you have identified on your plan. Note that the dimensions of the garage and patio are shown separately from the house. This is important for lot coverage designations because the garage is not considered livable space and the patio is not included under the HVAC system for the residence.



8) Table of Square Footage with Lot Coverage

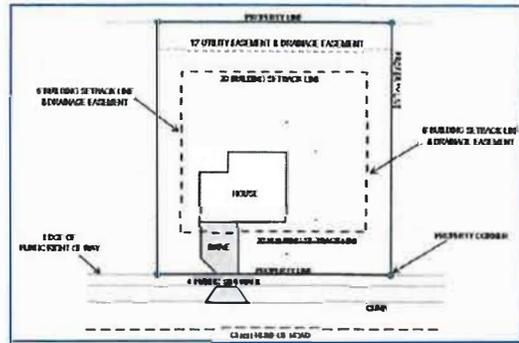
- Lot coverage is the percent of the total lot covered by buildings. However, overhangs of the first 2 feet from the exterior walls of the primary building and the first 1 foot from the exterior walls of all accessory buildings are not included in the calculation of lot coverage.

LOT COVERAGE	
RESIDENCE	3,095 SF
GARAGE	625 SF
PATIO	200 SF
SHED	100 SF
TOTAL	4,020 SF

Lot coverage standards from property lines are determined by subdivision. For the lot coverage determined by your subdivision, click here. Lot coverage must be reviewed to ensure that your project is consistent with the character of the community.

9) Setbacks from Property Lines -

Lot coverage standards and setbacks from property lines are determined by subdivision. For the setbacks determined by your subdivision, click here. Setbacks must be reviewed to ensure that your project is consistent with the character of the community. Setback measurements are required from all structures to the property lines. For the main structure, show a setback measurement for all sides of the structure to the property lines. This will normally be 4 measurements unless your lot has more than 4 sides. For other structures measure from the structure to the property lines and other structures on the property.



10) Distances Between Buildings – show the distances between each building.

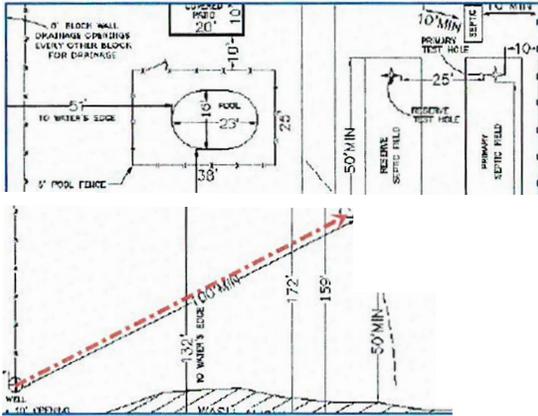
11) Use of Adjacent Parcels – state on the site plan what the use is of parcels that are adjacent to yours. For example, on the sample plan, the parcel to the east has another residence while the parcels to the west and south are vacant. These uses can affect the setback requirements for various agencies.

NOTE ADJACENT USE
VACANT

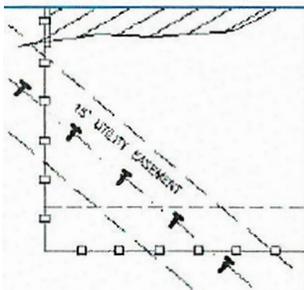
12) Location of Septic Tank and Disposal Field, if applicable, with Setbacks to Nearby Structures if your property has a septic system you will need to show the location of all elements of the system: the septic tank, disposal field and reserve field. You will also need to locate it on the site by showing the setback of the tank to the house and the setbacks of the disposal field to the property lines and any other setbacks listed in the chart on the sample site plan.

MINIMUM SETBACKS TO SEPTIC TANK & DISPOSAL FIELD	
BUILDING	10'
DRIVEWAY	5'
EASEMENTS	5'
PROPERTY LINE	50'
5' IF PUBLIC WATER SERVICE	
WASH	50'
WELL	100'
(PARTIAL LIST, OTHER SETBACKS MAY APPLY)	

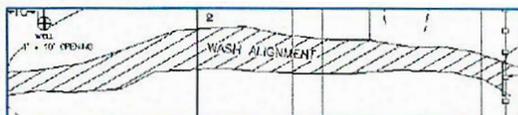
13) Location of Well on Property, if applicable with Setbacks to Septic System – any well must be shown on the site plan with the setback to any septic system within 100’ of the well. Notice on the sample site plan that there is a well on an adjacent property. The setback from that well to the septic tank is shown on the plan. Also note that the water line from the well on the property to the house is shown.



14) Easements – show all easements on your property. Easements may be described on your deed or you can locate these through your title company.



15) Washes – show any washes that cross your property. Washes are often clearly visible on an aerial view of your property. Click here for the FEMA Flood Hazard Viewer.

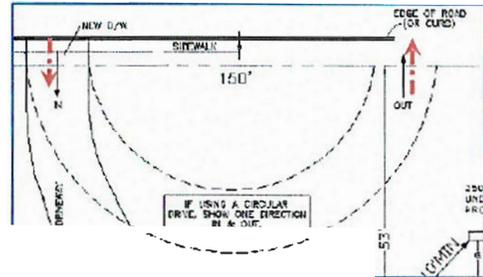


16) Dedicated Street Access and Names – show and name any streets that are adjacent to your property.

STREET or EASEMENT

17) Any Right Of Way – a Right of Way is a particular type of easement reserved for transportation purposes. Any work in a ROW must be permitted through Maricopa and must be shown on the site plan.

18) Driveway – Circular Driveway with labels “In” and “Out” – show the driveway on the site plan. If it is a circular drive, you must show an “in” and “out” because only one entrance to a property is allowed.



19) Driveway Surface Material – the surface material of the drive must be noted on the site plan (concrete, asphalt, crushed granite, ABC, etc.).

20) Any Accessory Structures like Storage Tanks, Propane or Water Tanks – because these structures are accessories on the property, they must be shown with their setbacks to nearby structures. If a tank, its size must be noted and whether it is above or below ground.

