

# Site Plan

## Frequently Asked Questions

### What is the purpose of a site plan?

To determine if the addition of a proposed new structure or modification of an existing structure will comply with local zoning regulations. Exterior projects require a zoning review. The site plan can be on an existing survey or proportional hand drawn sketch.

### What is the purpose of a zoning review?

To ensure the application and supporting documents describing the proposed work will comply with zoning regulations for property line setbacks and the number, type, size, location and use of all buildings. A zoning review is the first step in the permit application review process.

### What kind of information is required on a site plan?

A certificate of survey or "to scale" site plan is preferred and, in some cases, may be required. Depending on the type of permit applied for, a site plan may be hand drawn or digitally sketched on an aerial photo if the following items are proportionately shown on the site plan:

1. Lot dimensions identified and distances of structures and accessory buildings to property lines and other structures.
2. Location, type and size of **all** existing structures and buildings on the property.
3. Proposed location, type and size of new structures built or moved on the property.
4. Location and dimensions of existing driveway and any other impervious surfaces, including sidewalks, asphalt, class-5 gravel areas, etc.
5. Location of utility easements or wetlands, and distance of proposed structures from said easements and or wetlands.
6. Location of septic tanks, drain field, *alternate drain field site* and well with the distances of these to the closest structures, impervious surfaces and/or property lines.

**Note:** Site plans with all required information ensure a faster review.

