

Site Plan Requirements

What is the purpose of a Site Plan?

A Site Plan is an overhead view of everything within a property's boundaries, including existing and proposed structures, as well as additional features such as driveways, walkways, gardens, patios, accessory buildings, facilities, etc. A Site Plan can be hand-drawn or electronically generated but should be as close to scale as possible. A Site Plan will be reviewed to ensure the proposed improvements comply with all required codes, setbacks and impervious surfaces.

When is a Site Plan needed?

Site Plans are needed for most additions, detached accessory buildings and garages, decks, fences, retaining walls, and other exterior projects.

What kind of information is required on a Site Plan?

Before submitting a Site Plan for review, please ensure that all the items listed below are included. Omitting **any** of these items will result in the Site Plan being returned to the applicant for revisions, which **will delay the review process.**

Required Information	Site Plan
Address of Property or Full Legal Description	<input type="checkbox"/>
Street name and ALL adjacent street names	<input type="checkbox"/>
Proposed location of new improvements and distance to ALL property lines	<input type="checkbox"/>
Location and size of ALL existing structures on the property.	<input type="checkbox"/>
Location and dimensions of ALL impervious surfaces (i.e. sidewalks, asphalt, class-5 gravel, accessory buildings, etc.) <i>if the property is under 5 acres</i>	<input type="checkbox"/>
Location and distance to septic tanks (N/A if connected to municipal utilities)	<input type="checkbox"/>
Location and distance to well (N/A if connected to municipal utilities)	<input type="checkbox"/>
Location and distance to drainfield (N/A if connected to municipal utilities)	<input type="checkbox"/>
Identification and distance to the alternate drain field - lots created after 1996 will have 2 drain fields. (N/A if connected to municipal utilities)	<input type="checkbox"/>
Width of driveway at the right of way and dimensions/sq feet (if a new driveway is being installed)	<input type="checkbox"/>
Location & distance from all easements (i.e. driveway, utility, drainage, wetland, conservation, etc.)	<input type="checkbox"/>