

SURVEY/SITE PLAN REQUIREMENTS

(This list should serve as a checklist for the permit applicant)

1. Property lines showing monument locations. A Registered Land Surveyor must prepare the survey for a new, subdivided or redeveloped lot. The owner may prepare the site plans for building additions, including detached accessory structures if two or more monuments are located or in the opinion of the Zoning Administrator.
2. Scale of drawing
3. Parcel identification number (Lot and Block if applicable)
4. Dimensions of lot including: square footage and north arrow
5. Setback distance of front, rear, and side yards from property line to structure
6. Locations of all existing buildings on the lot
7. Location of proposed building/addition
8. Location of all easements as shown on record plats
9. Grade elevations(if applicable) at locations on the lot sufficient to determine contours including the following specific locations:
 - A. Each lot corner (existing and proposed)
 - B. Elevation of grade at the foundation and top of foundation of structures on adjacent lots
 - C. Elevation of grade at the foundation , top of foundation and garage floor of proposed new construction
 - D. Elevation of lowest point of entry (i.e. Door sill or top of window well)
 - E. Lowest floor elevation
10. Placement and method of erosion control (if applicable)