

INSTRUCTIONS FOR PREPARATION OF A SITE PLAN

1. A site plan must be submitted with all zoning permit applications.
2. A site plan need not be prepared by a surveyor, engineer or professional draftsman. **However, the site plan must be neatly prepared and clearly depict the information requested.** North is at the top of the page. The site plan must be submitted on a sheet of paper no smaller than the size of these instructions (8 ½ x 11).
3. The site plan must depict the following information:
 - A. The location(s) and name(s) of all adjacent public roads.
 - B. The location of current buildings or structures already on the property.
 - C. The location of any proposed use or construction, including the dimensions of the proposed construction.
 - D. Distances between the proposed construction and: all adjacent lot lines, all adjacent easements or right-of-way lines, and all current buildings/structures now located on the property.
 - E. Additionally, if there are any creeks, streams, ponds, lakes, wetlands, or other water ways on or adjoining the property, these must be located, and distances between these and the proposed construction must be shown.
4. The site plan must be signed and dated by the person signing the application.