



# HOW TO PREPARE YOUR SITE PLAN

***The #1 reason for delays in approving permit applications is incomplete site plans. Please refer to checklist inside.***

A site plan is needed to review your development proposal for zoning, addressing, sanitation, stormwater, erosion, and building requirements. Producing a complete site plan will take a little time, but time spent now will speed up your application process later.

**YOUR SITE PLAN MUST BE ON, OR SIZED TO PRINT ON AN 11" X 17" SHEET OF PAPER.**

- Please use the blank form provided in this guide •
- Do Not overlay your site plan on an aerial photo •
- If all site plan requirements can be met, staff may accept a site plan on letter- or legal-sized paper. •

## Five Tips Before You Start

1

### ***Talk to Planner***

Prior to submitting a development application, meet with a planner to discuss potential land use issues and required setbacks.

- Planners are available from 9:00 am to 4:00 pm, Monday through Friday. Please check in at the reception desk by 3:00 pm. Or you can call 541-682-3577.

2

### ***Check Your Records***

To help you create your site plan, get a copy of the Assessor's tax map that shows your property configuration, as well as other sources of information such as aerial photos, deed and title records, and appraiser's report, or surveys.

3

### ***Tools You Will Need***

Before beginning, you will need an engineer's scale, for measuring distances, scaling your site plan and to serve as a straightedge. An engineer's scale can be purchased at an office supply store. You may use a pencil or pen.

4

### ***Draw to an Engineer's Scale***

A uniform drawing scale is important to accurately display how various elements of your development proposal fit together.

- An example of a drawing scale is 1" = 50': Every 50' on your property will equal 1" on your site plan. This will allow you to measure distances on your property and draw them proportionally on your site plan.
- You MUST use a standard engineer's scale, i.e., 1" = 10', 20' 30' 40' 50' 60' 80' or 100'.
- See Option 1 and Option 2 inside this guide for samples of site plans with drawing scales.

5

### ***Keep a Copy***

Once your site plan drawings are complete, make a copy of them for your personal records. An accurate site plan may be used as a template for future site plans.

# SITE PLAN CHECKLIST

**FAILURE TO INCLUDE ALL INFORMATION IN THIS CHECKLIST WILL RESULT IN A DELAY OF YOUR DEVELOPMENT PERMIT.**

Your site plan will be reviewed for acceptance using the following requirements. **This information is REQUIRED to process your permit application.** Your attention to these details will keep your permit moving through the processing steps. Please verify that your site plan contains each of the elements listed below. Thank you for your cooperation.

## Checklist

### GENERAL INFORMATION

1.  Owner's name, address, and phone number
2.  Assessor's map and tax lot number
3.  North arrow
4.  Scale – **Standard Engineer Scale** (i.e., 1" = 10', 20', 30', 40', 50', 60', 80', 100', 200', 300', 400')
5.  Accurate Shape of Parcel and lengths of **all** property lines
6.  Show all improvements and clearly label them as existing versus proposed.  
Be sure to show all stormwater facilities, if existing.
7.  Identify the occupancies/uses of all existing and proposed structures.  
**Structures include all commercial and non-commercial buildings, dwellings, shops, barns, equine facilities, sheds, propane tanks, pump houses, pools, etc.**
8.  Provide dimensions for all existing and proposed structures.
9.  All lines and text are clearly visible and legible.
10.  All natural features on the entire property and/or within 150' of the development site even if the features are located on the neighboring property.  
**Natural features include creeks, rivers, ponds, lakes, wetlands, ravines, and slopes over 25%**
11.  Public and private roads or access easement locations, including road names
12.  All driveway approaches (aprons), driveways, and parking areas, including the distance from at least one property line to each driveway approach
13.  Indicate the distance between the existing or proposed driveway approach to the neighboring driveways

### PROPOSED STRUCTURE(S)

14.  Distance of the proposed structure from the centerline of the road (right-of-way)
15.  Distance of the proposed structure from two property lines (e.g., north/east, south/west)
16.  Distance of the proposed structure from the septic system (tank, lines, and replacement area)
17.  Distance of the proposed structure from adjacent structures
18.  Distance of the proposed structure from all natural features described in item 7, above.

### EXISTING STRUCTURE(S)

19.  Clearly label any structure that is to be demolished or removed
20.  Location and dimensions of all structures and distances of each to property lines and to proposed structures

### SEPTIC SYSTEM


21.  Location of septic tank, drop box, sewer line, drainfield and replacement drainfield
22.  Distances of septic tank, drainfield and replacement drainfield from structures and property lines
23.  Location of wells (or source of water) and distances to drainfield and dwellings

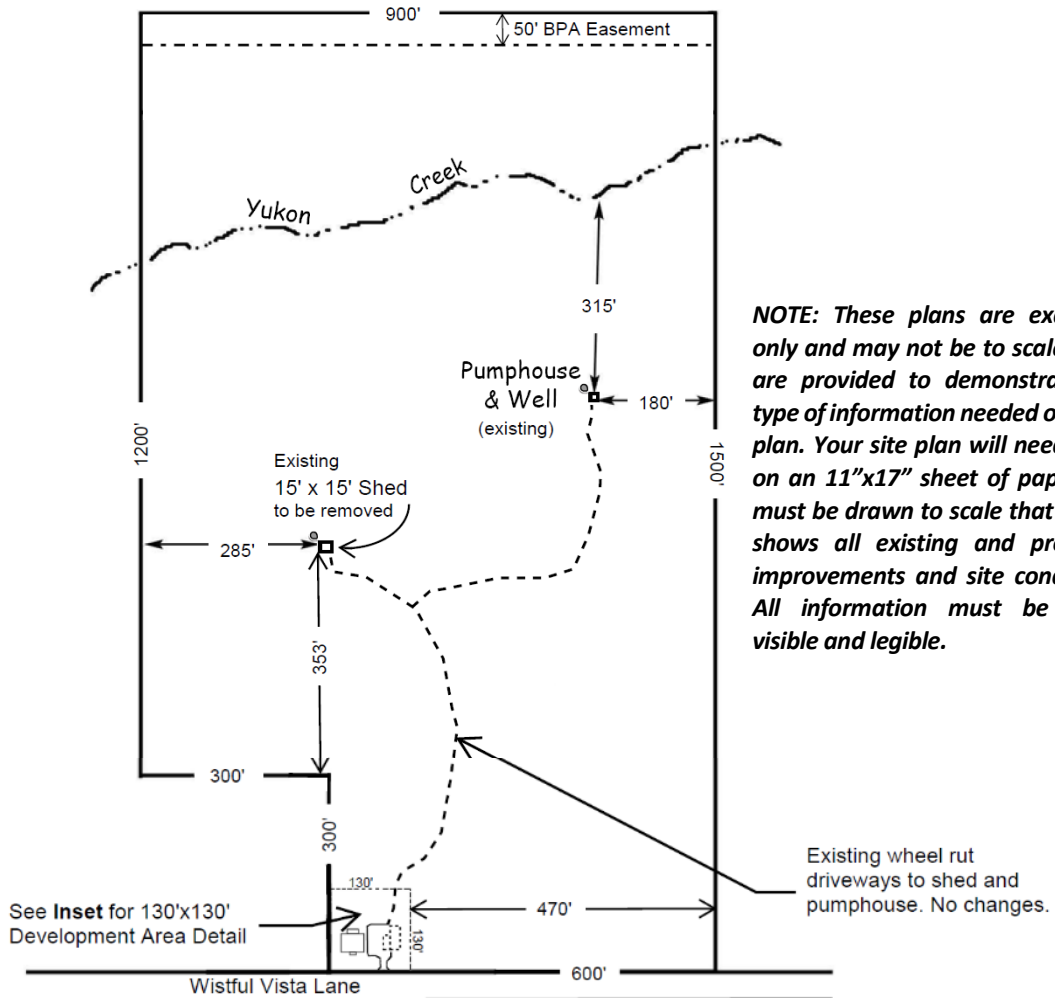


## OPTION 2:

If you have a large property, you may either submit a parcel plan that uses an inset to show your development area at a larger scale. You may put the two plans together on one sheet (as shown below) or use a second plan sheet.



### Site Plan

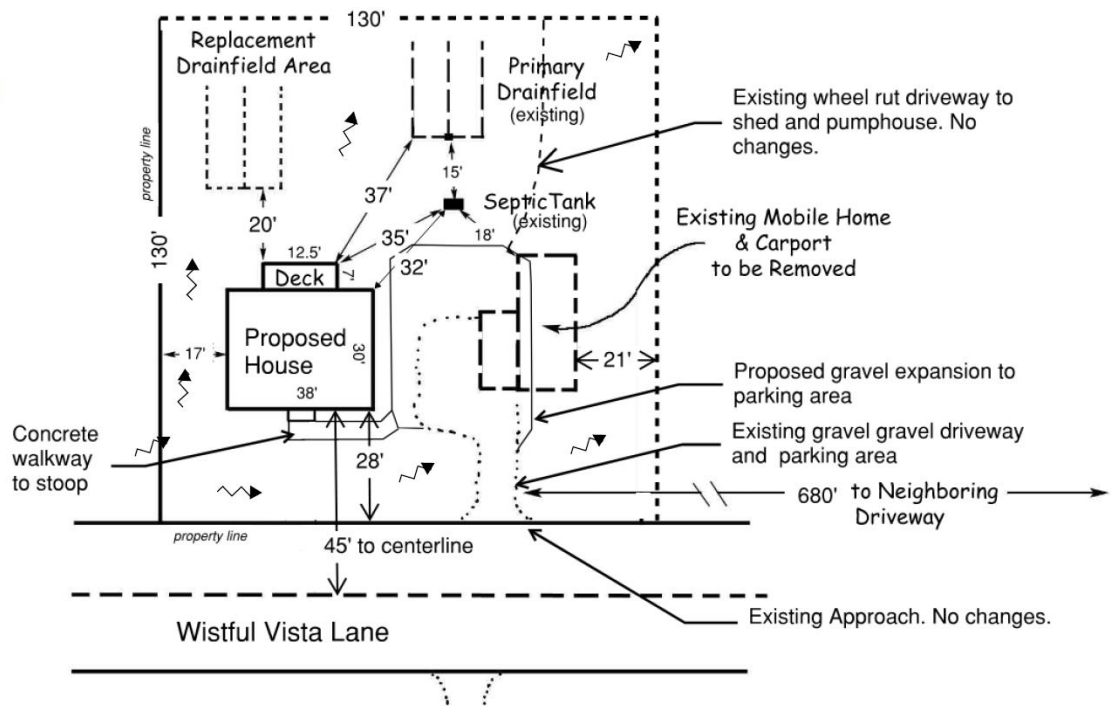
  
**N**  
 1" = 300'-00"



**NOTE: These plans are examples only and may not be to scale. They are provided to demonstrate the type of information needed on a site plan. Your site plan will need to be on an 11"x17" sheet of paper and must be drawn to scale that clearly shows all existing and proposed improvements and site conditions. All information must be easily visible and legible.**

### Development Plan Inset Area

  
**N**  
 1" = 50'-00"  
 = Direction of Drainage Flow



# SITE PLAN SUBMITTAL FORM

<b>OWNER NAME:</b> _____ <b>PHONE #:</b> _____ <b>ADDRESS:</b> _____ _____ _____	<b>MAP AND TAXLOT #:</b> _____-_____-_____-_____-_____  <b>SCALE:</b> _____ = _____	<b>APPLICANT NAME:</b> _____ <b>PHONE #:</b> _____ <b>ADDRESS:</b> _____ _____ _____
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NOTICE: The applicant is ultimately responsible for completing new work in accordance with this site plan once approved. Approval of construction inspections shall not be construed as approval of work not in accordance with this site plan. Work that deviates from this site plan shall be formally documented and approved through submission of a site plan amendment prior to commencing such work.

Indicate which  
direction is north  
with an arrow