



INSTRUCTIONS FOR PREPARATION OF A SITE PLAN

Site plan must be current, drawn to scale, and show all property lines and dimensions.

ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:

- 1. **NORTH ARROW.**
- 2. **SCALE OF DRAWING:** the site plan must be drawn to scale, indicate scale used. Scale must be easily readable. **If unable to draw to scale, property lines must still be shown noting actual dimensions and total acreage.**
- 3. **ALL PROPERTY LINES AND DIMENSIONS** – existing and proposed.
- 4. **FENCES, RETAINING WALLS** – location of existing and/or proposed.
- 5. **EXISTING AND PROPOSED STRUCTURES** - label as “Proposed” and “Existing”. Include dimensions and distance to all property lines and other structures.
- 6. **EXISTING AND PROPOSED DRIVEWAYS, ROADS, INTERNAL ROADS, PARKING AND CIRCULATION AREAS** – label as “Paved” or “Gravel.” Show driveway to public right-of-way. **Label the STREET NAME accessing the parcel.**
- 7. **PARTITIONING** (if applicable) – proposed new property line shown by dashed lines, with parcels labeled as “Parcel 1”, “Parcel 2”, etc.
- 8. **WELLS** – existing and proposed on this parcel and adjacent parcels within 100 feet. **Neighboring wells must be shown. Irrigation wells must be shown.**
- 9. **CUTS/FILLS** – show existing and proposed.
- 10. **UTILITY LINES AND EASEMENTS.**
- 11. **STORM WATER SYSTEMS OR DETENTION BASINS** – show existing and proposed.
- 12. **FLOODPLAIN** – if applicable, show the boundary of the 100 year floodplain.
- 13. **GEOGRAPHIC FEATURES** – ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways.
- 14. **EXISTING SEPTIC SYSTEM** – Initial System and Replacement Area.

Initial Site Evaluation:

- 15. **TEST HOLES** – **show distances between holes and property lines.** One test hole should be located in the center of the area proposed for the initial system. Locate the other test hole in the center of the proposed replacement area. Accurately locate the test holes on the site plan diagram.

Installation Permit:

- 16. **TEST HOLES** – **accurately show the location of the test holes.**
- 17. **Follow any pre-Permit requirements listed in the Site Evaluation Approval Report or pre-permit Letter.**
- 18. **SYSTEM PLACEMENT** – Both initial system and replacement system must be shown. Separation distances for items requiring setbacks must be indicated. **Show septic tank and distance from structure; show disposal trench lengths and distances between trenches.**
- 19. **Construction Details:** **Must include** size and type of tank(s), distribution or drop boxes; type of drainfield material; pump, alarm and float components, setting and control details; control panel specifications. Hydraulic calculations (pump selection curve). This information can be listed, or supplied as manufacturer spec sheets.
- 20. **ELEVATIONS** – at lot corners or construction area and at corners of building site.

FAILURE TO INCLUDE ALL OF THE ITEMS LISTED ABOVE MAY DELAY THE REVIEW NECESSARY TO OBTAIN A PERMIT!

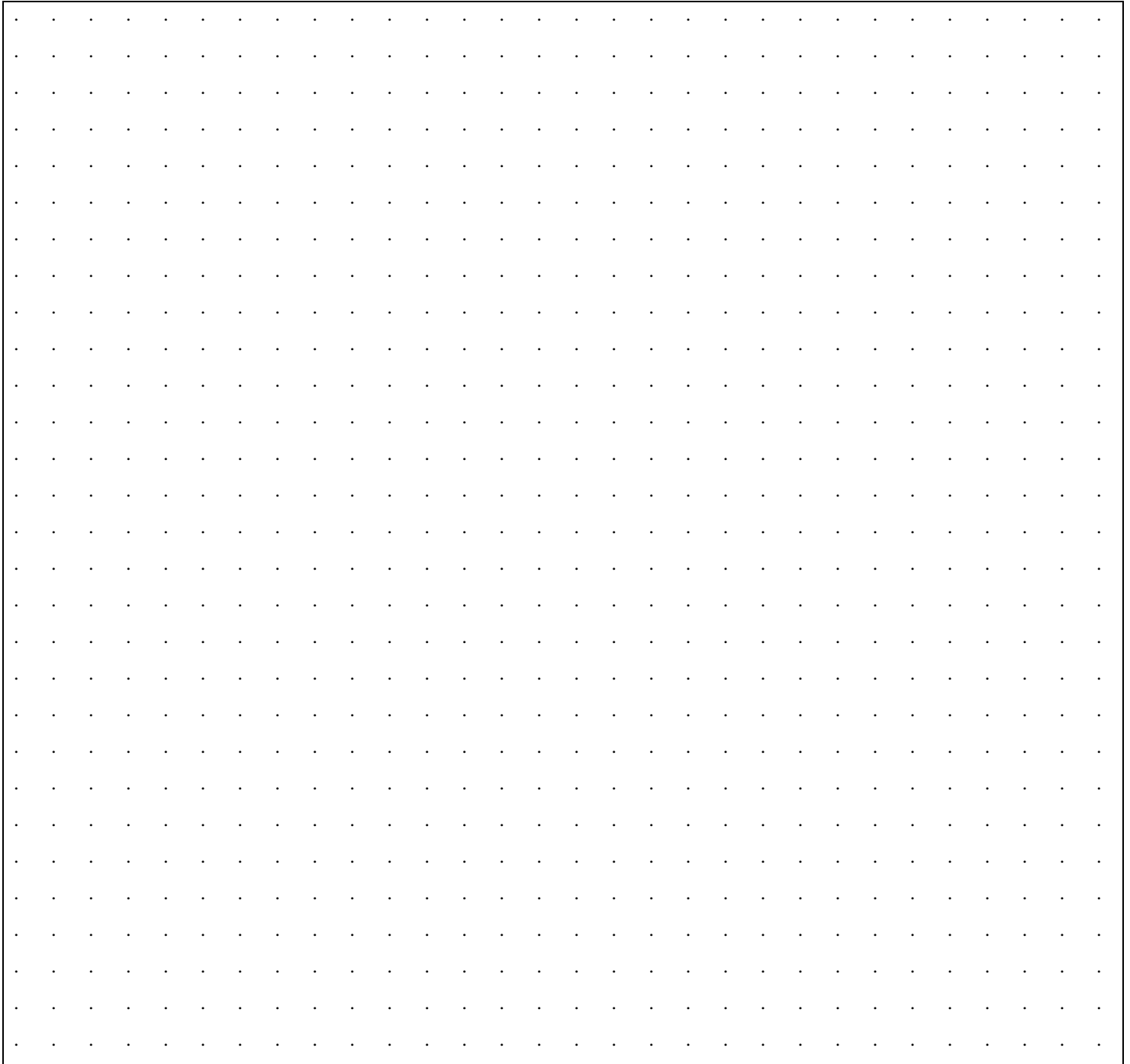
SITE PLAN FOR PROPOSED RESIDENTIAL DEVELOPMENT

Site Address: _____

Township _____ Range _____ Section _____ Tax Lot _____ Total Acres _____

Subdivision _____ Block _____ Lot _____

Drawn to Scale: _____ Not Drawn to Scale -OR- 1 square = _____ feet



I certify that the above information is accurate to the best of my knowledge. I AM THE [] Owner or [] Authorized Agent.

NAME (please print): _____ Telephone # _____

Applicant's Signature: _____ Date: _____

Applicant's Mailing Address: _____

City: _____ Zip: _____ Applicant's email: _____