

## UNDERSTANDING ZONING PERMIT SITE PLANS

### WHAT'S A SITE PLAN?

A site plan is a scaled drawing which shows the *uses* and *structures* proposed for a parcel of land. It also includes information concerning the landscape features of a given parcel.

### WHAT'S THE PURPOSE OF A SITE PLAN?

Site plans are intended to show how the intended land use relates to the features of a parcel and its surrounding area. The zoning administrator will review a site plan to assure that the proposed development meets the standards of the zoning code for the district it is located in. This person will also verify that the development will be adequately served by necessary public facilities such as roads, schools, water, emergency services, and sewage disposal. The site plan review process is designed to protect landowners and it is in their best interest to comply with the procedure. A development that is in full compliance with the zoning code has the best insurance against land use lawsuits and complaints. Furthermore, a development that is *not* in compliance with the zoning code is unlikely to be granted any further development permits until it is brought into compliance.

### DO I NEED A SITE PLAN FOR MY DEVELOPMENT?

A site plan is needed for any:

- (1) structure that is erected, reconstructed, enlarged, or altered with the exception of those structures used explicitly for farming uses and only farming uses in its entirety.
- (2) changes in land use to that other than a farming use.
- (3) change in occupancy for all uses other than a single-family dwelling or farming use.

Depending on the type of land use, different types of site plans are required.

### WHAT TYPE OF SITE PLAN DO I NEED?

There are three types of site plan: major, minor, and normal. If you are building or altering a structure that is located on a parcel designated as being a single-family dwelling, you need only submit a normal site plan. A normal site plan shows:

* the actual dimensions of the lot or tract to be built upon	* whether the proposed structure is existing or proposed
* dimensions between structures	* the size of the building or structures to be erected
* dimensions between structures and all lot lines	* the location of all easements
* location of septic and well facilities	* any other information as may be required by the Zoning Administrator

(most of this information may be found on the survey of the parcel)

An example of a normal site plan may be found on the reverse of this document. A normal site plan may be hand drawn provided it is legible, submitted on paper suitable for filing, and maintains a uniform scale throughout.

If you are developing a tract of land for multi-family dwelling units, commercial, office, high tech, or industrial use *or* developing more than one single-family unit at a time (e.g. residential subdivision), then you will need either a major or minor site plan depending upon the characteristics of the development. Contact the Zoning Administrator for further information.

Questions concerning Zoning Permit Site Plans may be directed to:

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