

CITY OF DONALD

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Emergency pager for Water and Sewer: 503-301-6479

SITE PLAN CHECKLIST

All Permit Fees, CET, SDCs and Connection Fees must be paid prior to City approval.

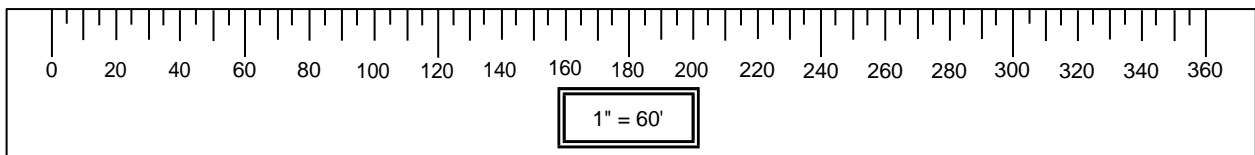
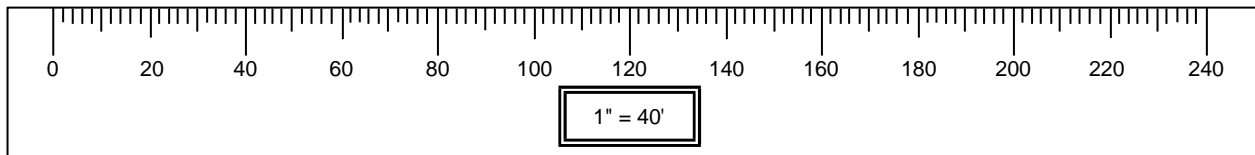
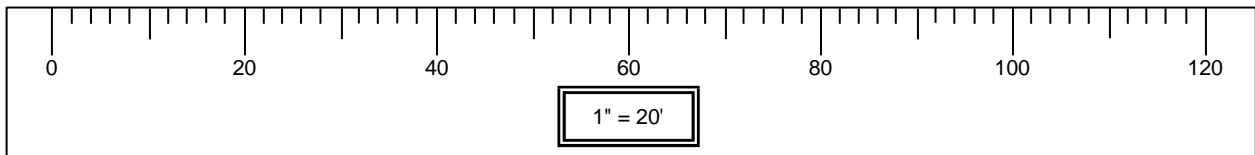
INCLUDED	REQUIRED INFORMATION
	Show address, tax lot and map number of property
	Drawing to be to scale – show scale on drawing (Example: 1" = 20')
	Show orientation of lot to North (north arrow)
	Show location of all property lines and property dimensions – existing and proposed
	Show all proposed and existing structures (label as 'proposed' and 'existing') with their dimensions and distance to all property lines and other structures
	Show all building setbacks and separations
	Show any and all easements of record and purpose of easement
	Show the location of the sewer and water taps , all other underground utilities to service the site and proposed locations of water and sewer lines
	Show proposed routing and location of underground drainage system (rain drains and crawlspace drains) and direction of drainage from house
	Show location and width of driveway and apron at depressed portion of curb and the type of material used.
	Show all sidewalk dimensions adjacent to the property
	Show location of creeks, wetlands and slopes with direction of slope

HOW TO CREATE A SITE PLAN

Site Plan: A drawing of a property as seen from above.

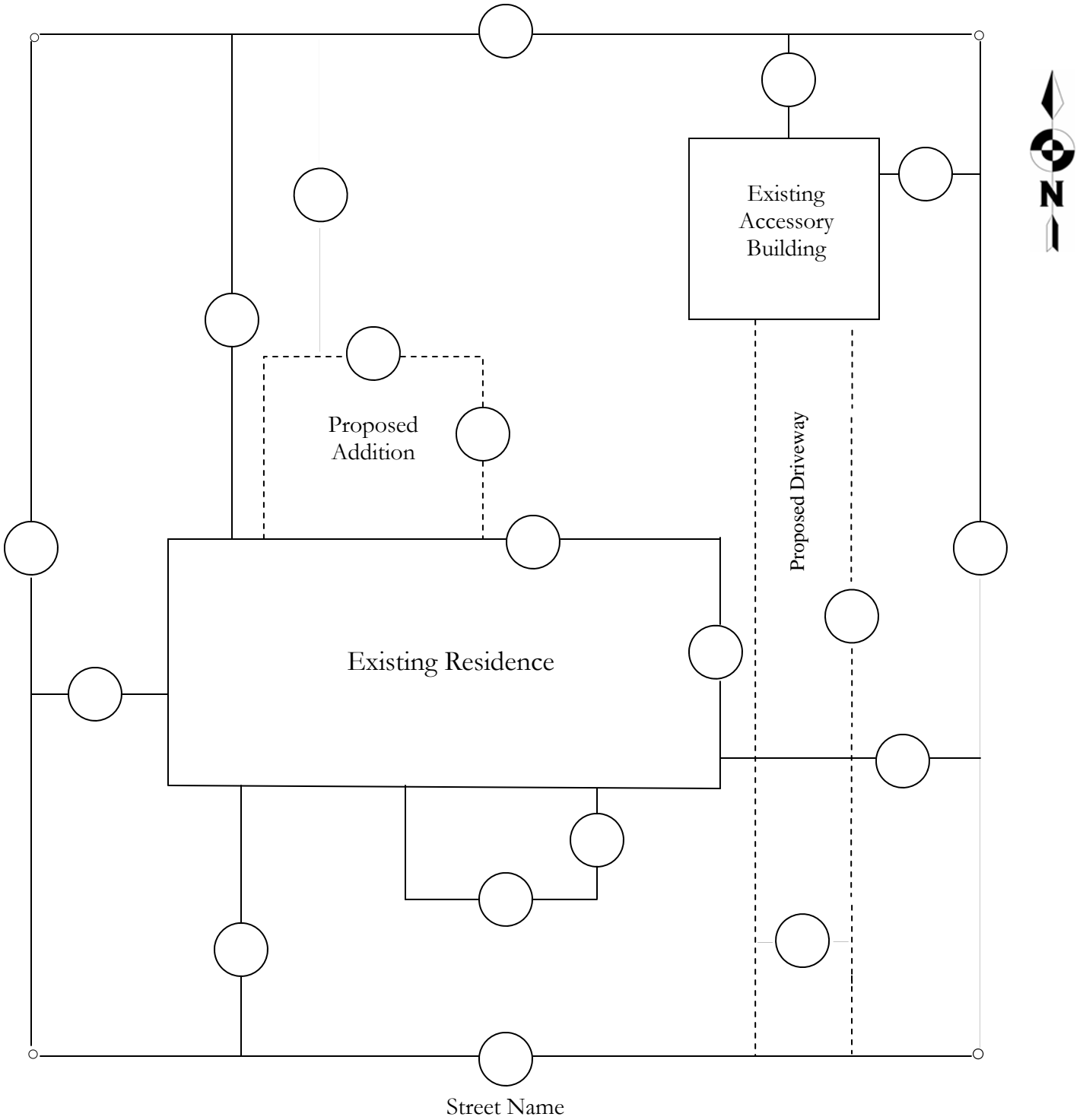
Show proposed improvements with exact size, shape and location of all existing and proposed buildings and structures, parking areas, driveways, patios and walkways.

- Larger commercial projects normally involve a Professional Engineer who will provide the necessary site plan.
- Projects that don't require the services of a Professional Engineer or Surveyor can be drawn by the property owner or builder, etc.
- On an 8½ x 11 sheet of standard paper, draw your individual property.
- Your drawing **MUST** be to scale and show adjacent street(s) with a direction arrow indicating north. Scales of 1" = 20', 1" = 40' and 1" = 60' are provided below. Simply print this page and cut out the scale that you wish to work with.
- Show ALL buildings, mobile homes, garages, sheds, driveways and any other structures on your property on the site plan, regardless of the reason for requesting a permit.
- If the requested permit is for an addition, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- After locating all structures on your property, show distances in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
- Sign and date your site plan drawing before submitting it with your permit application.



The drawing below is **SAMPLE ONLY**. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect **YOUR** property and **YOUR** project. Where the shapes of building(s) differ, include measurements for the offsets from the lot lines or other parts of the building(s). The last page is an example of a professionally drawn commercial site plan.

SAMPLE RESIDENTIAL SITE PLAN

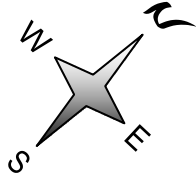


Site Address _____

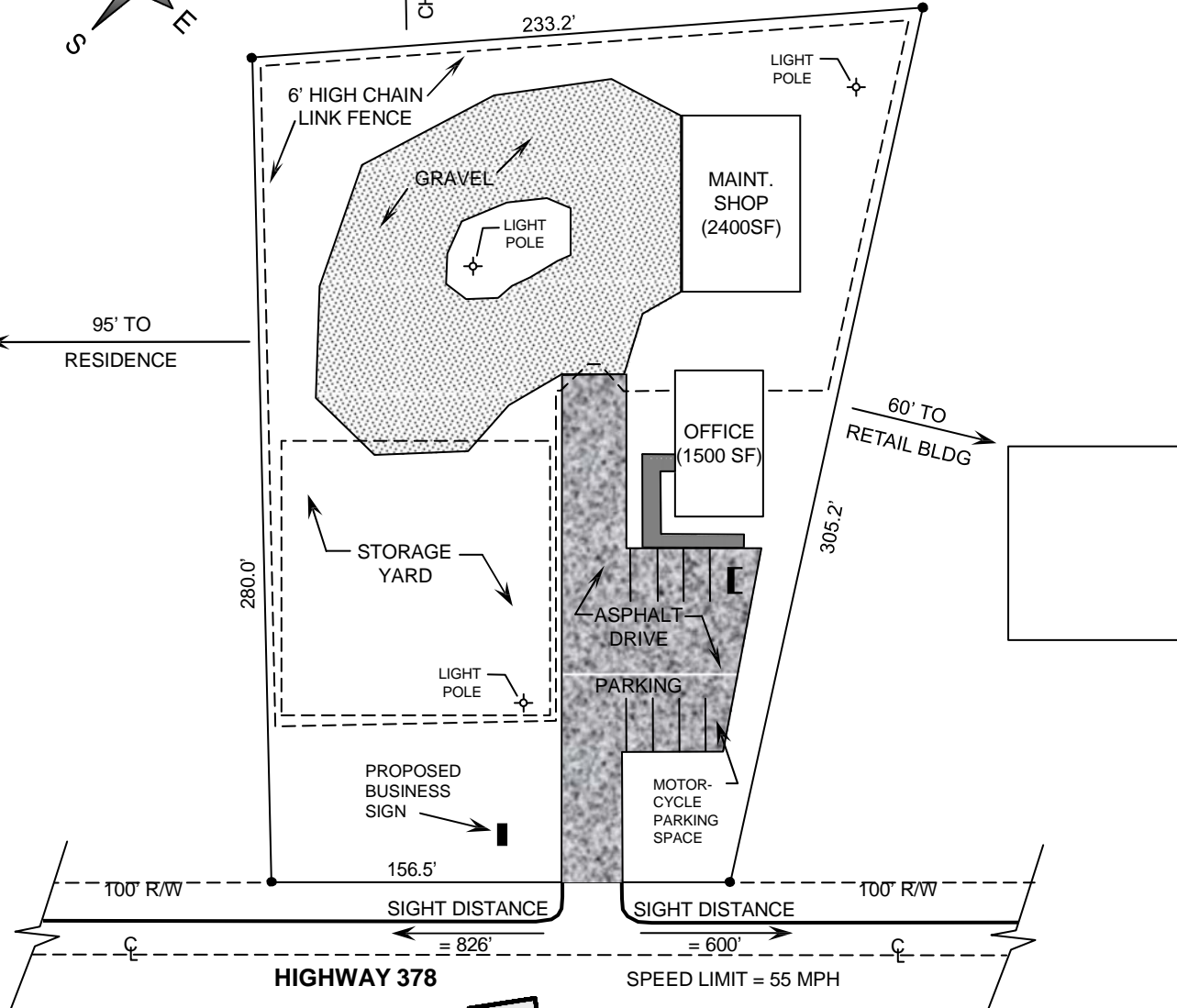
Tax Lot Number _____

Scale _____

Note: On the site plan you create, please show distances in feet where you see circles shown on the Sample Site Plan above.



ITEM	DESCRIPTION
PROJECT LOCATION:	NEAR THE INTERSECTION OF HWY. 378 AND NEAREST RD ON THE WEST SIDE OF THE TOWN OF LEXINGTON
TAXMAP NUMBER:	TMS# 000000-00-000
APPLICANT NAME:	NAME ADDRESS CITY, STATE, ZIP CODE PHONE NUMBER, FAX NUMBER, EMAIL
PROPERTY OWNER:	NAME ADDRESS CITY, STATE, ZIP CODE PHONE NUMBER, FAX NUMBER, EMAIL
DESCRIPTION OF USE:	CONSTRUCTION SERVICES/OFFICE, MAINT. SHOP AND STORAGE YARD
TOTAL DEVELOPMENT ACREAGE:	1.35+ ACRES
BUILDING HEIGHT:	OFFICE: 15 FEET AT PEAK MAINT. SHOP: 20 FEET AT PEAK



SAMPLE



COMMERCIAL
SITE PLAN

PROJECT NAME
ADDRESS
CITY, STATE, ZIP CODE

SHEET
1
OF
1

DATE: • SCALE: 1" = 60' • DRAWN BY: