

Site Plan Required Information Checklist

A conceptual site plan will be required in PDF format with all measurements indicated in metric. All features (proposed and existing) shown on the plan are to be dimensioned, with labeled setbacks from the property lines or other pertinent landmarks (existing features to remain, e.g. buildings, well, septic, shoreline, treeline, edge of road/pavement, etc.). The plan should be to scale and illustrate the following:

- North arrow
- Property Address
- Adjacent roadway(s) (labeled)
- All property boundaries and approximate dimensions
- Location and sizes of all existing building(s) and parking spaces including existing setbacks to property lines
- Location and sizes of proposed building(s) and parking spaces including proposed setbacks to property lines
- Existing surrounding land uses
- Location and setbacks of all private servicing including those on adjacent properties (well & septic)
- Existing and proposed property entrances and driveways and/or roadways including description of proposed surface materials
- Any other relevant information as appropriate to assist staff in understanding the proposal.