



**SITE PLAN CHECK LIST FOR SINGLE FAMILY DWELLINGS, ADDITIONS,
REMODELS, DECKS, POOLS, GARAGE AND ACCESSORY STRUCTURES**

THIS CHECK LIST IS TO ASSIST BOTH YOU AND THE COMMUNITY DEVELOPMENT DEPARTMENT (CDD) STAFF TO REVIEW AND PROCESS YOUR PERMIT APPLICATION IN A TIMELY MANNER. PLEASE READ THIS CAREFULLY. THIS COMPLETED AND SIGNED FORM MUST ACCOMPANY A BUILDING PERMIT APPLICATION FORM.

Name: _____ APN: _____

Date: _____

Job Site Address: _____

Project Description: _____

YOU WILL NEED TO PROVIDE THE CDD WITH TWO (2) SITE PLANS (MINIMUM SIZE IS 11" X 17"). Site Plans must be accurately drawn in ink to a commonly recognized scale of 1"= 10'; 1"= 20'; 1"= 30'; 1" = 40'; or 1" = 50'.

Information Required on ALL SITE PLANS:

Site Plan Requirements		
Staff	Applicant	
		Site plan must be on clear unlined paper; minimum size 11" x 17" , to scale
		The entire property must be shown (including all property lines & dimensions). The area of development must be shown at the above scales
		Owner's name
		Owner's mailing address
		Project site address
		Vicinity map with clear instructions on how to find the property
		Assessor Parcel Number
		North arrow
		Date of preparation/revision dates and preparer's name
		All existing and proposed buildings/structures/Oak Trees larger than 4" in diameter
		All easements, including utility and road easements
		All seasonal and year round watercourses, bodies of water, drainage ditches, NID ditches, and 100 year flood plains.
		Septic area including repair area and septic tank
		Well location(s)
		Show driveway (location, width and surface material)
		Characterization of slope and topography (Site Plan Review Staff to Determine if this is required) Provide a topographic survey, prepared by a licensed Land Surveyor or Civil Engineer. Contour intervals should be a two (2') foot minimum, unless topographic would warrant finer or coarser characterization extending 150' feet beyond the proposed area of development
		Approved Legal Lot (Site Plan Review Staff to Verify)

Applicant's Signature

Staff's Signature

_____ Date

_____ Date

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APPLICANTS STRUCTURAL CHECKLIST

_____ Two complete sets of (Engineered) plans for new or replacement Single Family Dwelling & additions only, which include the following:

_____ ROOF PLAN

_____ FOUNDATION PLAN

_____ FLOOR PLAN

_____ ELEVATION PLAN

_____ DETAILS AND CROSS SECTIONS

_____ ELECTRICAL PLAN

_____ TWO (2) ENERGY CALCULATIONS (TITLE 24)

_____ TWO SETS OF WET STAMPED TRUSS CALCULATIONS

_____ A PERSONAL CHECK, MONEY ORDER OR CASH TO PAY FOR FEES DUE AT TIME OF SUBMITTAL. CREDIT CARDS ARE NOT ACCEPTED.

