

## SITE PLAN REQUIREMENTS

Effective 4/15/03

All applications with plans submitted to Department of Buildings must include **two** \_\_\_\_\_ copies of the site plan in each set of drawings. The site plan sheet should include both an existing and proposed site plan with the following information.

Required Item	Comments
1. Scale	The Site Plan must be drawn to scale either architectural or engineering. The scale must be stated on the site plan.
2. North Arrow	The Site plan must have a north arrow.
3. Show Street(s) and Alley(s)	The site plan must show all streets or alleys which are contiguous to the site. <b>Clearly label all street names.</b>
4. Show all property lines	Clearly indicate site property lines. <b>Provide the overall site dimensions of the lot on the site plan.</b>
5. Provide the Building Address or Addresses	On the building clearly indicate the legal building street address or addresses if there is more than one address.
6. Provide Building to Property line Dimensions.	For new construction or additions, provide all required dimensions from the four primary faces of the building to the property line for the main building and other buildings (structures) on the site.
7. Show all sidewalks, paved patios, courtyards, etc.	Clearly show all public and private sidewalks on the site. Clearly show all interior walks, paved courtyards, paved patios, and decks etc. Indicate if sidewalks are new or existing. <b>Indicate how exit path(s) is provided from the building to the public street and alley.</b>
8. Show Water service and Sewer lines	Show the location of new or existing underground utility lines (water and sewer) Show all buried grease traps, triple oil separator basins, catch basins etc. or reference the appropriate site Civil Plans included with the set
9. Indicate all attached porches, decks, exterior stairs, and balconies.	Clearly show on the plans and label the construction materials (i.e., wood porch or steel exterior stairs) for all porches, decks, balconies, and exterior stairs.
10. Projections into/over the public way.	Show all cantilevered or protruding elements ( <b>foundations</b> , balconies, signs, bay windows exterior stairs, awnings or canopies, marquees, exterior light fixtures etc.) <b>which will project beyond the property lines</b> into or over the public sidewalk, parkway or alley.
11. Public Way	Show all existing items in public way, i.e. fire hydrants, street lights, light poles, etc.
12. Driveways	Show all drive ways or curb cuts.
13. Parking and Loading Berths	Indicate parking spaces and loading berths with dimensions.