

## **Building Permit Site Plan Checklist**

All building permit applications must be accompanied by a detailed site plan of the property to be developed. This site plan must include each of the following items in order to be reviewed:

### General:

- Plat/Lot numbers
- Street address
- Property owner
- Designer (P.L.S./P.E.) & stamp

### Zoning:

- Zoning district
- Minimum lot size, frontage, yard requirements
- Lot area and dimensions
- Dimensions of proposed building
- Area of building and lot coverage
- Distances from proposed building to property lines
- Existing or proposed survey monuments\*

### Engineering:

- Proposed utility service locations
- Location, size and type of any easements on the lot\*
- Existing & proposed site topography
- Location and height of any proposed retaining walls

### Environmental:

- Erosion and sediment control measures
- Any wetlands or waterways on or adjacent to the lot\*
- Mitigation of excess runoff from impervious area

### Driveway:

- Location, size and material of driveway
- Distance of proposed driveway from property line

\* If none present, please indicate on plan

Building permit site plan reviews by the Town Engineer typically take 2-3 days; more time may be required if the plan is deficient.