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.