



SITE PLANS

Site Plan Requirement (for Express and Quick permit projects)

A Site Plan gives a clear and concise view of the existing development on the project property. It shows all existing property improvements and the proposed improvements you are applying for with your permit application. A property improvement includes dwellings, structures, tanks, generators, septic systems, wells, bridges, driveways, turnarounds, etc. A site plan also gives you the opportunity to indicate the location and size of sources of electrical and gas, if those features are part of your project.

The Site Plan gives our Divisions the information needed to ensure that a proposed structure/improvement or alteration or addition to a structure/improvement on your property will be safe, conform to setbacks (distance from property line, center of road, sanitary systems and water sources, etc.). It ensures that any natural elements of the property such as creeks and streams are safe from the negative effects of proposed construction. It also assists Fire and Engineering with the details of access routes to your property in the event of an emergency.

Aerial photographs will not be accepted as Site Plans.

The Site Plan needs to be a minimum of 11 x 17" unless otherwise stated (with legible, easy to read font).

What to Include on Your Plan

- (A) Title Block** shall include the following:
- *Parcel number and property address
 - *Owner name and address
 - *Draftsman (may be yourself), Architect or Engineer and contact information.
 - *Date the plans were drawn and/or amended
- (B) Property line boundaries** The Site Plan must be a drawing of the **entire** project property. As some properties are large, it may be difficult to include the details that are needed. We can accept two or more drawings with one of the entire property and one or more of the developed areas drawn as an enlargement. Mark the location of the enlarged developed areas with a square/s on the entire property drawing. Please include a North Arrow.
- (C) Label existing and proposed structures and uses** Provide dimensions and distance between existing and proposed structures/development. Show all property improvements, such as buildings/dwellings/decks, storage tanks of any kind (including propane tanks), etc. Setbacks from these improvements will enable our divisions to establish safe distance from possible safety/sanitary issues.
- Be sure to label all existing (E) and proposed (P) improvements, including area of addition, area of remodel, new structure, etc.
- (D) Setbacks** Provide the setbacks that we need to review your submittal for permit. Setbacks are the distance between existing and proposed property improvements. They are the distance of your project from property lines, septic systems, wells, tanks, structures, dwellings (and in case of generator exhaust, the distance from the nearest opening on the structure closest to the installation). Indicate the distance from the center of road for all improvements.
- (E) Roads/Driveways/Turnarounds** Show all driveways, access roads (including Public Roads that border the project property), turnarounds. Our Fire and Engineering Divisions will establish if your proposed project may interfere with emergency access to the project property.
- (F) Identify Natural Features** such as creeks as there are creek setbacks that must be maintained to keep the natural feature from damage and prevent possible flood issues. Identify required creek setback distance pursuant to County Code 18.108.025.

What to Include on Your Plan (Continued)

(G) Existing and proposed water, wastewater, and stormwater treatment systems must be shown and include:

- Wells on the property
- Wells within 100 feet of the project property
- Septic system tanks and sewer line location
- Leach fields (existing and proposed)
- 100% reserve area (existing and proposed). This is the area that will be used in the event of a septic system failure.
- Storage tanks (Water, grey-water, waste storage)
- Label distances between well(s), septic tank, leach field, and creek, streams, rivers or lakes, if applicable

(H) Flood Zone If the project property is located in a Special Flood Hazard Area (SFHA) or a portion there-of, illustrate the SFHA boundary on the site plan. To determine this visit the FEMA website at <https://msc.fema.gov/portal/home>. Enter your address and click on Search.

(I) Utilities Show utility lines or service points of connection (water, sewer, electrical, gas, cable). Indicate work areas under overhead lines or above buried lines. If a utility line crosses over a structure/improvement, show clearance above the structure/improvement.

(J) Easements Show any easements that exist. Indicate the location of all easements (water, sewer, roadways, open-space, etc.)

(K) Fire Locations of fire water storage tanks, fire hydrants and Fire Department Connections/Post Indicator Valves (FDC's/PIV's.) Contact CalFire for additional information.

Example

