



SITE PLANS

Site Plan Requirement

Permit applications require a Site Plan in order to have a clear and concise view of the existing development on the property and the scope of your project. Your property may have more or less of the items listed, so customize this list to your project. Please note that additional information may be requested following review of your plans. The Site Plan needs to be a minimum of 11"x17" unless otherwise stated. **Aerial photographs will not be accepted as site plans.**

What to Include on Your Plan

- (A) Title Block
 - Parcel number
 - Property address
 - Owner
 - Draftsman
 - Date the plans were drawn and/or amended
- (B) Direction Arrow showing the orientation of your property to North
- (C) Scale bar. All plans shall be drawn to 1/8" or 1/10" scale, or as needed for the property acreage size
- (D) Property line boundaries
- (E) Access to the property from the point of connection with publicly maintained road(s)
 - Existing and proposed access roads
 - Label of the use of the access road
 - Driveways
 - Turnarounds
 - County rights-of-way
 - Adjacent roads, streets, alleys, etc.
 - Width and slope of access roads and driveways (if not provided on separate improvement plans)
 - Location of off-street parking spaces (include number of spaces, and dimensions if not provided on separate improvement plans)
- (F) Natural features, including but not limited to creeks, streams (with top of bank (TOB) shown, ponds, reservoirs, cliffs, slopes greater than 30%. A full topographical plan is required for all new construction projects. If proposed project is less than 200 ft. from TOB of any stream, identify the slope of the applicable setback from TOB to the project perimeter or structure (see Guidance Document).
- (G) Show ALL existing and proposed structures and improvements on the property
 - Label existing and proposed structures and uses
 - Dimensions
 - Distance between existing and proposed structures
 - *Existing and Proposed development should include, but is not limited to buildings, decks, storage tanks of any kind (including propane tanks), driveways, access roads
- (H) Proposed structure(s), area of addition, area of remodel, and improvements
 - Label proposed use
 - Highlight or differentiate from existing structures
 - Distance between existing and proposed structures
- (I) Setbacks for all existing and proposed development
 - Show distance between structures
 - Show the distance of development to the nearest property line and to the 'front' property line & distance to centerline of road right of way if on a county or private road
 - Distance between gates and fences to the property line(s) and centerline of the road
 - Creeks - identify the required creek setback distance pursuant to County Code 18.108.025.
 - *Setback requirements vary depending on parcel. Consult Division requirements for specific setback requirements for your parcel.

What to Include on Your Plan (Continued)

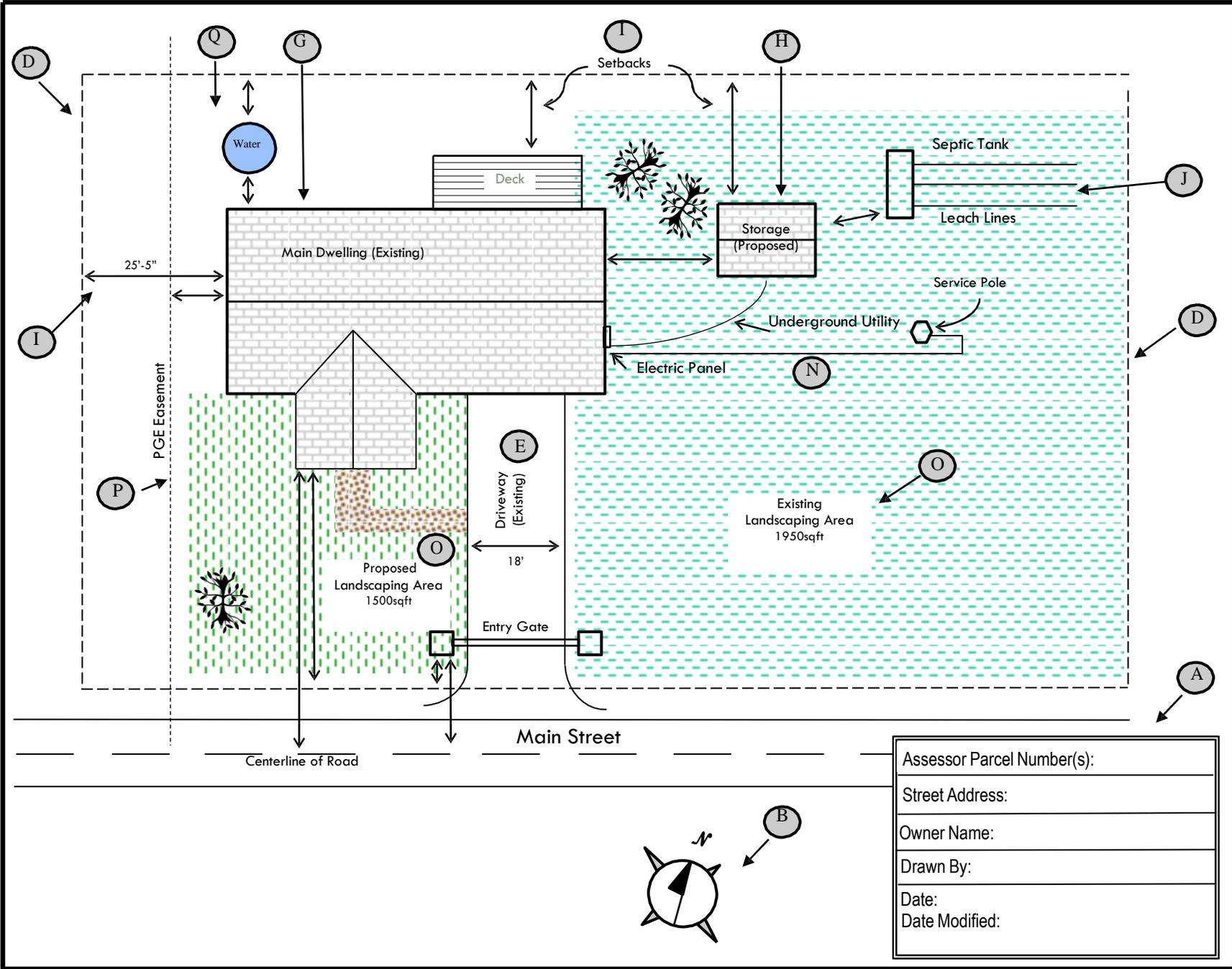
- J** Existing and proposed water, wastewater, and stormwater treatment systems
- Wells on the property
 - Wells within 100 feet of the property
 - Septic system tanks and sewer line location and depth
 - Leach fields (existing and proposed)
 - 100% reserve area (existing and proposed)
 - Storage tanks
 - Label distances between well(s), septic tank, leach field, and stormwater treatment facilities, creek, streams, rivers or lakes
- K** Existing and proposed paths of drainage to, from, and across the site. Location of culverts and other drainage structures if not included on a separate utility and/or improvement plan.
- L** Limits of the Regulatory Floodplain and/or Floodway (include Base Flood Elevations from the currently effective Flood Insurance Study). If portions of property are located in a Special Flood Hazard Area (SFHA) illustrate the SFHA boundary on the site plan. To determine this visit FEMA website ([link](#)) and see Guidance Document for additional information.
- M** Limits of the extent of disturbed soil area proposed. Include quantity of disturbed soil area and estimated earthwork quantities.
- N** Utility lines or service points of connection (water, sewer, electrical, gas, cable)
- Indicate work areas under overhead lines or above buried lines
 - Vegetation removal required for utility lines
 - Grading required for utility lines
 - If a utility line crosses over a structure, show clearance above the structure
- O** Show existing and proposed “Landscape Areas”, and provide the sq. ft area totals for each.
*1 This information is required to show compliance with the California Water Efficient Landscape Ordinance (see below) *2 – Projects subject to WELO (see below)
- P** Show any easements that exist. Location of all easements (water, sewer, roadways, open-space, etc.)
- Q** Locations of fire water storage tanks, fire hydrants and Fire Department Connections/Post Indicator Valves (FDC's/PIV's.)

See the Sample Site Plan Page 3.

¹ “**Landscape Area**” means all the planting areas, turf areas, and water features in a landscape design plan subject to the Maximum Applied Water Allowance calculation. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other previous or non-pervious hardscapes, and other non-irrigated areas designated for non-development (e.g. opens spaces and existing native vegetation) [Title 23, CCR, § 491]

² **The California Water Efficient Landscape Ordinance (WELO)** applies to new construction projects with landscape of $\geq 500^{\text{sq ft}}$ or rehabilitated landscape project with landscape of $\geq 2500^{\text{sqft}}$. Please speak with the Planning Department to see if your project must confirm with WELO.

Sample Site Plan



Assessor Parcel Number(s):
Street Address:
Owner Name:
Drawn By:
Date:
Date Modified: