



Site Plan Requirements

November 2017

PLEASE NOTE: Informational Bulletins should not be used as substitutes for actual codes and regulations. Detailed information regarding codes and regulations can be obtained by calling the Code Administration Division at 307-721-5271.

What is a site plan?

A site plan is an accurate, scaled drawing or map of a property showing its size and shape and the size and location of all man-made and natural features. A site plan should show what currently exists on the site and what changes are proposed.

Information required:

All applications that involve new construction, a change of use, an increase in floor area, or modification of any site amenity must be accompanied by a site plan. The following list is provided to help you prepare a complete plan. Incomplete plans may delay your project.

- Plans must be **drawn to scale**, easy to read, and must meet the required general standards for plans and drawings.
- At least one 8 1/2" x 11" or 11" x 17" drawing must be provided in addition to all other required copies.
- All aspects of the plan must be fully dimensioned, and must show the scale used.
- Plans must be identified by location, project name, the owner's name, and the name and address of the person who prepared the plan.
- Show the entire lot.
- Show which direction is north.
- Show the location and name of all adjacent streets, sidewalks and alleys.
- Provide dimensions for all lot lines.
- Show the location of any easements or restrictions like flood hazard areas.

- Show all building footprints along with any architectural projections like roof overhangs, decks, or porches.
- Dimension the setbacks on all sides of the buildings and show the building heights. A setback is the distance from the property lines to the nearest wall of the building, measured perpendicular to the property line.
- Show the size and location of all underground utilities such as water, sanitary sewer, natural gas and electrical power.
- Show the final grading of the site using contours or spot elevations.
- Provide a drainage study, storm water calculations and retention/detention locations, where required.
- Provide finished floor elevations or top of foundation elevations for each building.
- Show the location and design of trash collection and storage facilities.
- Show the location, surfacing and design of all off-street parking areas, including accessible parking, and accessible routes. Show the pavement markings with dimensions.
- Location and design of vehicle access routes, service areas and drive-up windows.
- Include a complete landscaping plan with planting schedules and material lists. Landscaping plans are not required for one and two-family dwellings unless required by a development plan or zoning district.
- Show the driveway design, size and location.
- Locate all restricted fire zones such as exits and fire department hose connections.
- Show the size and location of fences, signs, towers or antennas.
- Show any proposed right-of-way encroachments.

A survey prepared by a licensed surveyor may be required under certain circumstances. Contact the Code Administration Division for additional information.