

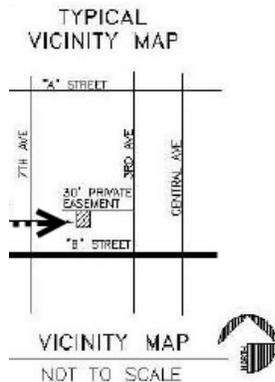


## Site Plan Checklist

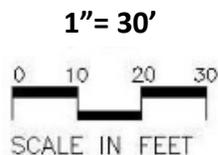
- 1) North Arrow** – the north arrow is important because it orients your site plan. By convention, the north arrow points up on a site plan, but this does not have to be so. The important factor is the readability of the plan. So, orient the north arrow to give your site plan the best result.



- 2) Vicinity Map** – the vicinity map is a simple drawing to locate your property. It does not have to be to scale. It needs to show the major cross-streets and streets leading to the property. It is usually placed in the upper right corner of the site plan.



- 3) Scale** – the scale you have chosen to use for your site plan needs to be indicated by a scale bar on the site plan. For example:

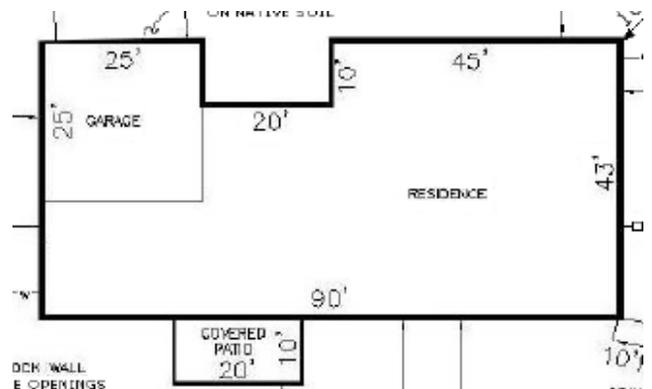


- 4) Parcel Number and Owner Block** – to identify the property for all reviewing disciplines, the parcel number must be on

the site plan as well as the owner name.

PARCEL NO. 312-45-013F
OWNER: TOM SMITH

- 5) Property Line Dimensions** – the property lines will be the major boundaries of the site plan. All sides of the property must be drawn and the dimension noted.
- 6) All Buildings and Structures with Labeled Use Including Fences** – the structures on the sample site plan include the residence with garage, covered patio, the pool and pool fence, the septic tank with disposal areas noted, the CMU block wall, the propane tank and the shed. On your plan show all the structures on your property labeled in like manner.
- 7) All Building Dimensions** – show all the dimensions of all the structures you have identified on your plan. Note that the dimensions of the garage and patio are shown separately from the house. This is important for lot coverage designations because the garage is not considered livable space and the patio is not included under the HVAC system for the residence, see #8 below.



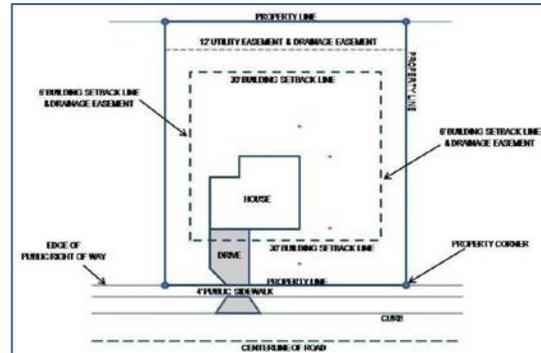
**8) Table of Square Footage with Lot Coverage**

- Lot coverage is the percent of the total lot covered by buildings. For example, houses, garages, sheds, gazebos, and covered patios all count as part of lot coverage. However, overhangs of the first 2 feet from the exterior walls of the primary building and the first 1 foot from the exterior walls of all accessory buildings are not included in the calculation of lot coverage.

LOT COVERAGE	
RESIDENCE	3,095 SF
GARAGE	625 SF
PATIO	200 SF
SHED	100 SF
<b>TOTAL</b>	<b>4,020 SF</b>

Lot coverage standards are determined by zoning district. The purpose and intent of establishing zoning districts is to ensure that all development is consistent with the goals, objectives and policies of the Comprehensive Plan for Maricopa County. These zoning districts indicate what uses are allowed and have site development regulations that control the use of land in each district. Consequently, lot coverage must be reviewed to ensure that your project is consistent with the zoning district for the property. See attached Zoning Chart.

**9) Setbacks from Property Lines** - Setbacks are established for zoning districts to regulate the distance structures must be from front, side and rear property lines. These are referred to as *Building Setback Lines* and are not required to be on the site plan. If included, they must be shown correctly.



However, setback measurements are required from all structures to the property lines. For the main residence, show a setback measurement for all sides of the building to the property lines. This will normally be 4 measurements unless your lot has more than 4 sides. For other structures, 2 measurements are sufficient. Setbacks are also used by other agencies to establish proper distances for structures or other features from wells and septic systems, or floodplains, washes, etc.

**10) Distances Between Buildings** – show the distances between each building.

**11) Use of Adjacent Parcels** – state on the site plan what the use is of parcels that are adjacent to yours. For example, on the sample plan, the parcel to the east has another residence while the parcels to the west and south are vacant. These uses can affect the setback requirements for various agencies.

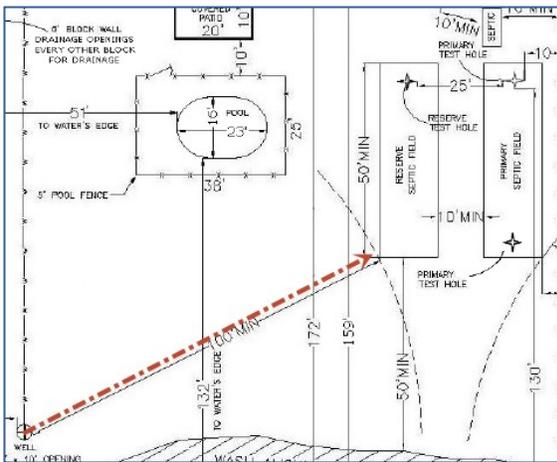
NOTE ADJACENT USE  
VACANT

**12) Location of Septic Tank and Disposal Field, if applicable, with Setbacks to Nearby Structures** – if your property has a septic system you will need to show the location of all elements of the system: the septic tank, disposal field and reserve field. You will also need to locate it on the site by showing the setback of the tank to

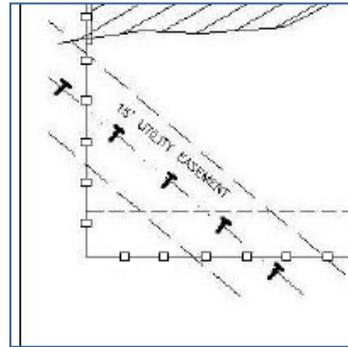
the house and the setbacks of the disposal field to the property lines and any other setbacks listed in the chart on the sample site plan.

MINIMUM SETBACKS TO SEPTIC TANK & DISPOSAL FIELD	
BUILDING	10'
DRIVEWAY	5'
EASEMENTS	5'
PROPERTY LINE	50'
5' IF PUBLIC WATER SERVICE	
WASH	50'
WELL	100'
(PARTIAL LIST, OTHER SETBACKS MAY APPLY)	

**13) Location of Well on Property, if applicable with Setbacks to Septic System** – any well must be shown on the site plan with the setback to any septic system within 100' of the well. Notice on the sample site plan that there is a well on an adjacent property. The setback from that well to the septic tank is shown on the plan. Also note that the water line from the well on the property to the house is shown. While this is not a requirement for the Building permit, it is a requirement for Environmental Services and will aid their review of your project.



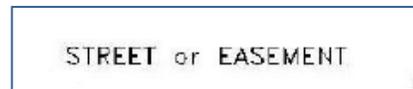
**14) Easements** – show all easements on your property. Easements may be described on your deed or you can locate these through your title company.



**15) Washes** – show any washes that cross your property. Washes are often clearly visible on an aerial view of your property.

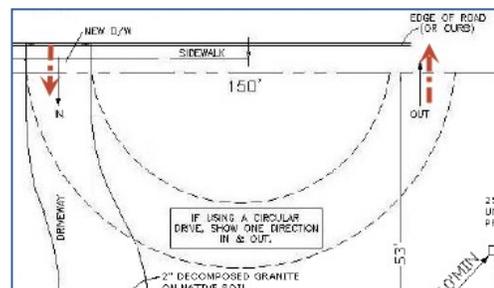


**16) Dedicated Street Access and Names** – show and name any streets that are adjacent to your property.



**17) Any Right Of Way** – a Right of Way is a particular type of easement reserved for transportation purposes. Any work in a ROW must be permitted through MCDOT and must be shown on the site plan.

**18) Driveway – Circular Driveway with labels “In” and “Out”** – show the driveway on the site plan. If it is a circular drive, you must show an “in” and “out” because only one entrance to a property is allowed.



**19) Driveway Surface Material** – the surface material of the drive must be noted on the site plan (concrete, asphalt, crushed granite, ABC, etc.).



## Definition of Terms

**Dimension:** A measure in feet and inches of how long something is, such as the length of a wall, or how far something is from something else, such as the distance between a building and a property line.

**Easement:** A legal right to use a piece of property owned by someone else. Quite often an easement states that a property owner cannot build on a portion of his or her property to allow access for utility lines or vehicular traffic. Easements are recorded and should be available through your title agency.

**Legal Description:** The written description of the property which legally defines the property's boundaries. There are three principle methods used for describing real property in the U.S. The Meets and Bounds System, see example below; the rectangular survey system, and the subdivision lot and block system. Legal descriptions are found on real property tax statements and the deed to your property.

**LEGAL DESCRIPTION OF: Proposed Lots : 1**

From the **POINT OF BEGINNING**, Thence, N 07° 50' 37.6" W for a distance of 172.6825 feet to a point on a line.

Thence, N 84° 37' 47.1" E for a distance of 316.0480 feet to a point on a line.

Thence, S 09° 32' 14.0" E for a distance of 148.7940 feet to a point on a line.

Thence, S 34° 04' 56.3" W for a distance of 81.0659 feet to a point on a line.

Thence, S 82° 09' 22.4" W for a distance of 215.9847 feet to the beginning of a curve,

Said curve turning to the right through 90° 00' 00.0", having a radius of 50.0000 feet, and whose long chord bears N 52° 50' 37.6" W for a distance of 70.7107 feet to the **POINT OF BEGINNING**.

Containing 66581.57 square feet

**Lot Coverage:** This is the percentage of the area of a lot or parcel which is occupied, i.e., covered, by all buildings. Overhangs of the first 2 feet from the exterior walls of the primary building and the first 1 foot from the exterior walls of all accessory buildings are not included in the calculation of lot

coverage. Lot coverage percentages vary between zoning districts, so you must know your zoning district to determine the lot coverage allowable on your property.

**Minimum Submittal Requirements:** The items requested by Planning and Development to complete a review of your project. Certain codes, regulations and ordinances affect every project. We request only the minimum that is required to satisfy these rules. If you want to go beyond the building codes, for example, you may submit those for review, but we would only require the minimum.

**Parcel Number:** An assessor's parcel number, or APN, is a number assigned to parcels of real property by the tax assessor of a particular jurisdiction for purposes of identification and record-keeping. The assigned number is unique within the particular jurisdiction, and may conform to certain formatting standards that convey basic identifying information such as the property type or location within the plat map. The parcel number is typically required to be on all important documents affecting the plot of land, such as a deed and property tax bills. In Kern County, the first three digits are usually the Assessors' book number, the second two digits are the Assessors' map number, the next three are the parcel number. Sometimes, when the parcel has been split, you will see a letter after the last three numbers.

**Property Line:** A line on a site plan that accurately shows the legal dimensions of your property. It shows how long each edge of the property is and shows the configuration of the property as if viewing it from above.

**Registrant Seal:** A registered professional is an architect or engineer registered by the Arizona State Board of Technical Registration. Their seal is stamped on the plans they draw to indicate that they are registered in the State of Arizona to perform the services for which they are registered. The seal must have a current date hand written by the registrant indicating the date the plan was signed. The seal must follow specific rules as laid out in the Arizona Revised Statutes **R4-304(E) & R4-304(E)(4)**. Below is an example:



**Scale:**

An indication of a proportion which shows the size relationship between the actual size of something and the size of it as represented on a drawing. If something is actually 10 feet long and it appears on a drawing as being 1 inch long, the scale of the drawing would be 1 inch equals 10 feet or 1"=10'.

**Setback:** Generally, the distance from a building or other structure to the property line. Setbacks are established for zoning districts to establish the distance structures must be from front, side and rear property lines. These are referred to as *Building Setback Lines* and are not required to be on the site plan. If included, they must be shown correctly. However, setback measurements are required from all structures to the property lines. Setbacks are also used by other agencies to establish proper distances for structures or other

features from wells and septic systems, or floodplains, washes, etc.

**Square Footage:** Square footage is a measurement of area, and area is the measurement of any two-dimensional space contained within a set of lines. Square footage of your property would be calculated using the dimensions of your property lines.

**Vicinity Map:** The vicinity map on a site plan serves to show where the subject property is in relation to its surroundings and to provide a guide to the property's location for inspectors. A vicinity map is not drawn to scale

