All permit applications for residential projects shall include a scaled and dimensioned site plan. All existing and proposed structures shall be represented. For most residential projects, the recommended scale is 1/8 inch = 1 foot. This checklist was designed as a guide to help ensure plan completeness.

**Parcel:**
- Parcel boundary with dimensioned property lines
- Vicinity Map & North Arrow
- Address, Assessor's Parcel number, and zoning district
- Public right-of-way (street, sidewalk, curb, gutter, alleys, easements, etc.)
- Emergency/fire access
- Trees: diameter, drip-line, and species (including trees on adjacent properties)

**Building:**
- Existing and proposed building footprint with all setbacks
- Building projections such as bay windows, fireplaces, porches, etc.

**Other Improvements:**
- Driveway, parking and vehicle circulation areas
- Any improvements in the public right-of-way
- Sheds, arbors, decks, patios and all other paving and accessory structures

**Utility Services:**
- Electrical meter service capacity and location
- Gas meter and service piping
- Water and sewer service line sizes and locations
- Fire hydrants and flow (new construction only)

**Grading and Drainage:**
- Provide and show on plans proper grading and drainage design for the lot, roofs, and all other impervious area. See Engineering Standards for acceptable design criteria.

**Data to be Shown on Plan Cover Sheet:**
- Total number of dwelling units and total number of bedrooms/unit
- Total number of parking spaces provided (tandem spaces are not counted)
- Current building area (habitable and non-habitable, first and second floors)
- Proposed building area (habitable and non-habitable, first and second floors)
- Lot coverage calculation (first floor only, includes all structures on the lot)
- Construction type (e.g. V-N) and occupancy type (e.g. R-3, R-1)

**Sample Lot Coverage Calculations:**

<table>
<thead>
<tr>
<th></th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot size</td>
<td>6,000</td>
</tr>
<tr>
<td>Existing First Floor Building Area</td>
<td>1,000</td>
</tr>
<tr>
<td>Proposed First Floor Addition</td>
<td>500</td>
</tr>
<tr>
<td>Total Building Coverage = Existing + Proposed</td>
<td>1,500</td>
</tr>
<tr>
<td>Lot Coverage = Lot Size / Total Building Coverage</td>
<td>25%</td>
</tr>
</tbody>
</table>

*Please See Sample Site Plan on Reverse Side*

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