



**SKETCH/SCALE PLAN CHECKLIST FOR:**

**SINGLE FAMILY DWELLINGS**

**(NEW CONSTRUCTION/ADDITIONS/ETC.)**

Plan drawn to engineer's scale	Property lines with dimensions
North arrow shown	Setback lines shown and labeled
Plan Date	Street names shown
Owner name and address	Right-of-way width – if new home
Site Address (include Lot number, if applicable)	Pavement widths labeled (roads, access easements, drive lanes, driveways, etc.) - if new pavement or on new road
Acreage or square footage of parcel	20' distance from road intersection to a curb cut (driveway) per Section 901.4.2
Tax map number	Existing/proposed sidewalks with dimensions – needed if new construction (4' wide min.)
Zone of property	Label pavement, gravel, grassy areas used for parking
List Existing Use as "Existing Use = single family dwelling"	Points of ingress/egress (driveway) with widths labeled per Section 901.4.2 (9'-20' wide driveways allowed)
List Proposal as "Proposed Use = new house or addition or new pavement, etc."	Dimensions of parking spaces or driveway - if new proposed
Height &/or stories of structure	Existing/proposed sewer & water lines & easements (label widths, diameters) – if new home
Footprint area for all structures on the lot including garages (there is a maximum lot coverage percent per zone)	Other easements shown & labeled – if new home
Existing &/or proposed structures shown and labeled (including accessory structures)	Existing/proposed sidewalks with dimensions (4' wide min.) – if new home
	100 year floodplain labeled (if applicable)