

## Residential Site Plan Sample

January 2023

### Site Plan Requirements

#### When do I Need to Submit a Site Plan?

A site plan is required when exterior work is proposed on a residential property. Typical work requiring the submittal of a site plan includes:

- Room additions, garage and carport additions
- Decks, patio enclosures, exterior covers and sheds
- Garage conversions
- Swimming pools and spas
- \* Fences, retaining walls
- Site work involving installation of underground electrical and gas lines

*\* (Note: Only when a building permit is required)*

#### Information on Site Plan/Plot Plan

A site plan is an accurate, scaled drawing or map of a piece of property showing its size, shape and the precise location of man-made features (buildings, structures and driveways) on the property. The site plan allows the property owner, the builder and the building inspector to verify the true location of any proposed structure(s); further, the site plan allows the plan check staff to ascertain any proposed new work is located within the setback dimensions according to the adopted codes.

#### Online Electronic Submittal Required

All plans and supporting documents shall be submitted electronically using the URL below. Please reference our Electronic Plan Review Policy (G-19-33) for submittal guidelines. If the submittal is inconsistent with our guidelines your project will be returned as incomplete.

<http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

#### Plan Submittal for Construction

##### Quantity

One (1) pdf of the site plan is typically required along with any accompanying drawings (floor plan, foundation, framing plan, etc.).

### Check List

The checklist below is a guide to assist homeowners and designers to verify the required information is included on the site plan. Please be aware that plans lacking any of these items may delay the plan check review process.

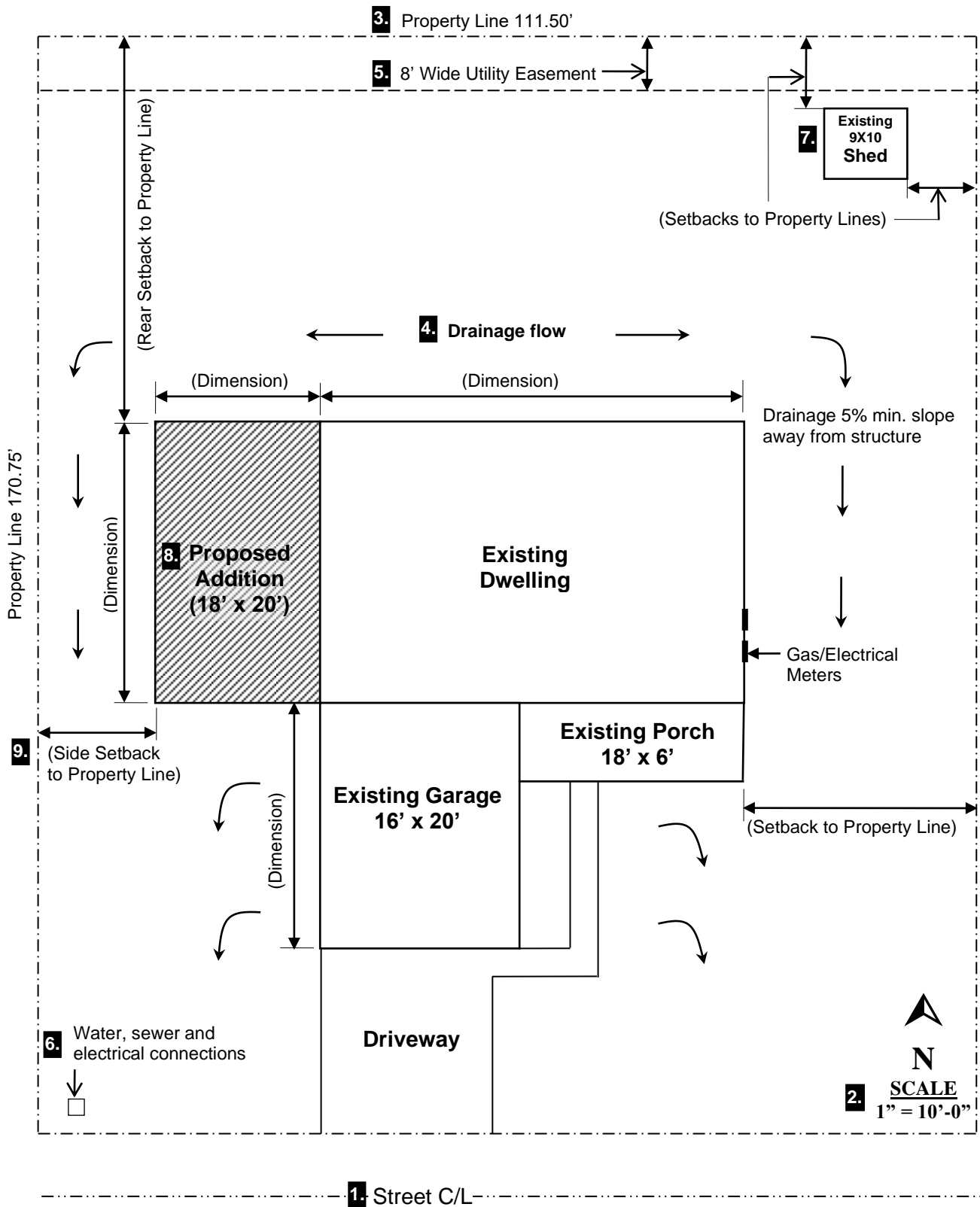
1. Street name, driveway, sidewalk, landscaping
2. Drawing scale, north arrow
3. Lot dimensions, property lines
4. Lot drainage flow arrows (call out slope 5% min. away from structure), grading, swales R401.3 CRC
5. Easements, utilities
6. On-site water system (septic or well systems, if any)
7. Label and locate existing buildings and other physical structures
8. Label and locate proposed additions, retaining walls and other physical structures
9. Setback distances to property lines, easements, and distances to other structures
10. Name and signature of designer

A sample illustration is included on the next page listing a similar numbering system.

#### Questions?

Specific information regarding the location of property lines, easements, etc., may be requested at Development Services Engineering (916) 627-3436 or the Building Safety & Inspection office located at:

Address: **8401 Laguna Palms Way**  
Phone: **(916) 478-2235**  
Hours: **Monday through Friday**  
**8 am – 5 pm**



**SITE PLAN**  
**(Sample Only)**

Property Owner's Name  
 Property Address and Phone No.  
 A.P.N. (Assessor Parcel Number)  
 Scope of Work  
 10. Designer's Name & Signature  
 Site Area and Lot Coverage