

## Certificate of Survey/Site Plan Requirements

### What is the purpose of a survey or site plan?

To determine if the addition of a proposed new structure or modification of an existing structure will comply with local zoning regulations.

### When is a survey or site plan needed?

A survey is typically required for new home construction. Site plans are sufficient in most cases for additions, detached accessory buildings and garages, decks, fences, retaining walls, and other exterior projects.

### What kind of information is required on a survey or site plan?

Prior to submitting a site plan or survey for review, please ensure that all items that are checked below are included on the survey or site plan. If it is not included, the plan will be sent back to the permit applicant for revisions which **will delay** the plan review process.

Required Information	Survey	Site Plan
Address of Property or Full Legal Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Street name and all adjacent street names	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proposed location of new structure and distance to all property lines	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and size of <b>ALL</b> existing structures on the property.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and dimensions of <b>ALL</b> impervious surfaces (i.e. sidewalks, asphalt, class-5 gravel, accessory buildings, etc.) <b><i>if under 5 acres</i></b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and distance to septic tanks (N/A if connected to municipal utilities)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and distance to drainfield (N/A if connected to municipal utilities)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and distance to well (N/A if connected to municipal utilities)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Identification and distance to the <b>alternate</b> drainfield site (N/A if connected to municipal utilities)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Width of driveway at the right of way (if a new driveway is being installed)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lot dimensions & total square feet/acres of the lot	<input checked="" type="checkbox"/>	<input type="checkbox"/>
List of symbols (i.e. north arrow, drainage, benchmarks, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Complete name, address, phone number, registration number & signature of engineering/surveyor	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Required Information	Survey	Site Plan
Location & distance from all easements (i.e. driveway, utility, drainage, wetland, conservation, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Location and distance from wetlands & floodplain (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grade Elevations which must include the following: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Existing</b> and <b>proposed</b> elevations at each lot corner.</li> <li><input checked="" type="checkbox"/> Crown of street at each lot line extended, or top of curb/edge.</li> <li><input checked="" type="checkbox"/> <b>Existing</b> and <b>proposed</b> elevations at all major corners of proposed structure.</li> <li><input checked="" type="checkbox"/> Proposed lowest floor (per approved grading plan).</li> <li><input checked="" type="checkbox"/> Proposed garage floor.</li> <li><input checked="" type="checkbox"/> Proposed top of foundation.</li> <li><input checked="" type="checkbox"/> The top and toe of all other slopes.</li> <li><input checked="" type="checkbox"/> The proposed mid-point or proposed critical point along each property line, if applicable.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Soil borings showing Lowest Floor Elevation in relation to mottled soil.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Identification of scale (i.e. 30 ' = one inch)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Flood Zone, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ordinary High Water Level (OHWL), if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide a note that indicates the septic sites are to be marked and protected prior to and during all construction activity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>