

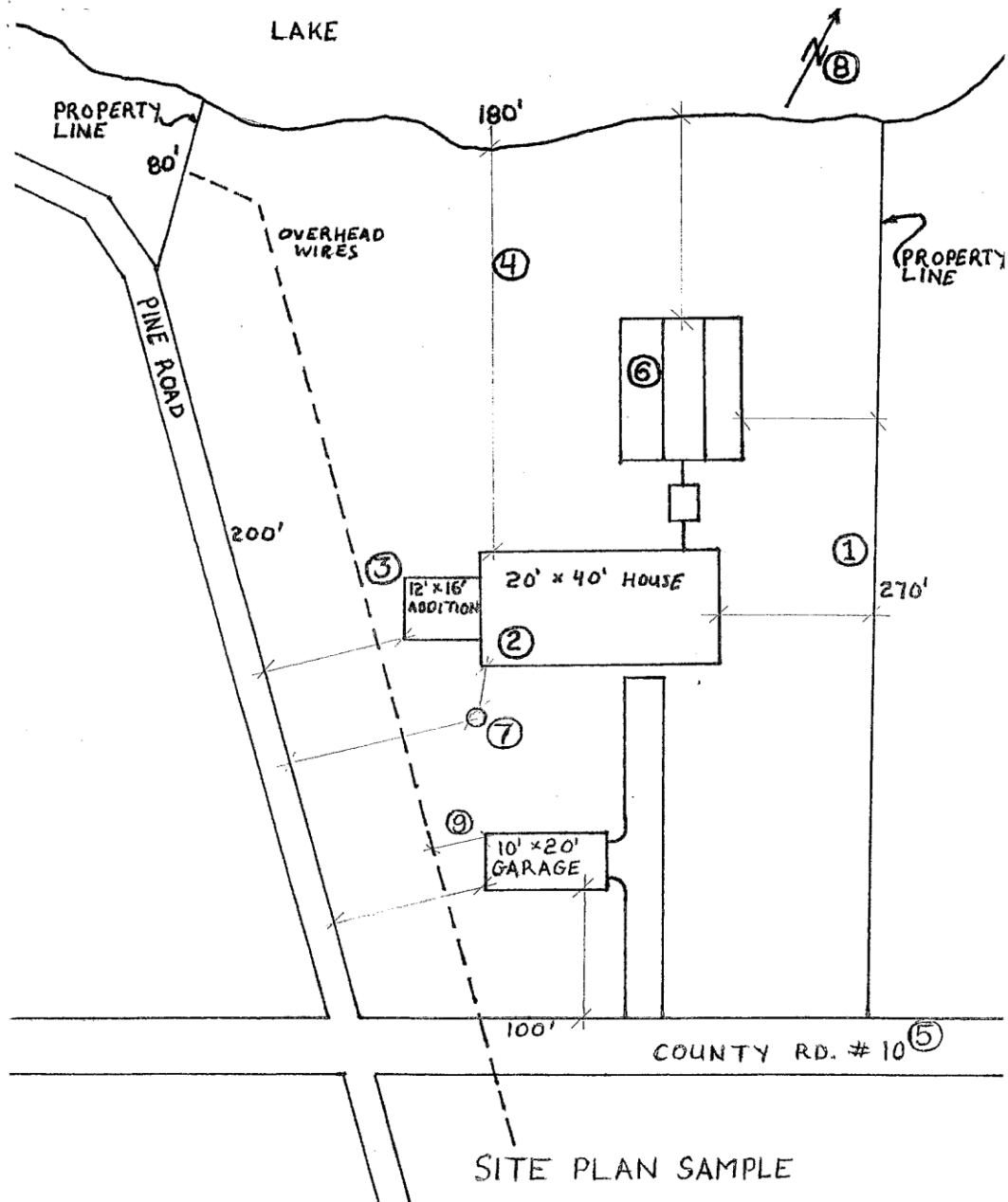


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### Site Plan Guide

A site plan is required for every building permit application. This could be a survey or a drawing, as long as it is accurate and to scale. The site plan is very important so we have included a sample site plan with the required information numbered and described below;

- 1) Show the entire property including dimensioned property lines.
- 2) Show the location and size of all existing structures on the property.
- 3) Show the location and size of all proposed structures.
- 4) Show the distances from all existing and proposed structures to all property lines.
- 5) Show and identify all roads, right of ways and neighboring properties. **Also, see note regarding laneways at the end of this guide.**
- 6) Show the location of any sewage system and its distance to property lines and structures.
- 7) Likewise show the location of the well and its distance to property lines and structures.
- 8) Indicate north on the site plan to help us figure out where you are.
- 9) Include distances to all utilities.



**\*Note regarding Laneways\***

Laneways should be indicated on the site plan submitted with your application. If your project involves the development of a previously vacant property the site plan should indicate the length, width, overhead clearance, radius of change of directions and slope of the laneway.

To provide for access for Emergency Services laneways must meet the following criteria;

- 1) 6 meters (20 feet) wide.
- 2) 4 meters (13 feet) overhead clearance.
- 3) Maximum 12 degree slope.
- 4) A minimum 9 meter (30 feet) outside radius to a change in direction.
- 5) Laneways over 15 meters (50 feet) long from road to building, to have a minimum 18 meter (60 feet) diameter turn-around area.