Board of Adjustment Site Plan Review (Non-Residential)

For purposes of assisting with review, the Board of Adjustment requires a detailed site plan* with all applications for a Special Exception and/or Variance of the Zoning Code.

Following are instructions for submitting a site plan and a list of elements which should be present:

FORMAT:

- One 8 ½” x 11” (minimum) to 11” x 17” (maximum) in size
- Scale drawings to clearly show accurate dimensions
- One digital copy (if available, email to boa@incog.org in PDF, TIFF, or JPEG format)

SITE PLAN ELEMENTS:

Plan View - Depict all lot dimensions including:

- Building (or improvement) footprint, number of floors, and gross floor area of all floors of existing and any proposed building (measured to outside of exterior walls)
  - Include gas pump islands, drive-through lanes and all canopies (if applicable)
- Distance of any building (or improvement) from relevant property lines and distance to the centerline of street
- Minimum building setback line(s)
- Show and label abutting public/private streets to centerline
- Parking:
  - Show location and dimension of all parking areas
  - Provide dimensions of parking aisles and parking stalls (width/length)
  - Show curb cuts and driveways (existing and proposed)
    - including access from abutting properties (if applicable)
- All sidewalks (required along all abutting public streets)
- All existing accessory buildings and structures and their floor area
- Location and size of proposed ground signs
- All trash enclosures
- Provide North arrow
- Location and height of any existing or proposed screening fences
- All easements (existing or proposed) by type and dimension

Site Plan’s attached to Variance requests should clearly illustrate all required dimensions along with the proposed dimensions.

*Elevations may be required to illustrate the nature of the request:

- Elevations must show views of all building walls and include dimensions of all walls, roofline, and any architectural feature(s) that extend above the roofline.