Board of Adjustment Site Plan Review (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)
• Distance of any building (or improvement) from relevant property lines
• Minimum building setback line(s)
• Show and label abutting public/private streets to centerline
• Curb cuts and driveways (existing and proposed)
• All existing accessory buildings and structures and their floor area
• Provide North arrow
• Location and height of any existing or proposed fences (if applying for fence height modification)
• 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.
Example of a Site Plan

Example of an Elevation