



Site Plan Submittal Requirements (Non-Residential)

For the purpose 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 8.5" x 11" (minimum) to 11" x 17" (maximum) in size
- Scale drawings to clearly show accurate dimensions
- One digital copy (if available, email to esubmit@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 dimensions 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.*

