



## Site Plan Submittal Requirements (Residential)

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**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**

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- 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](mailto:esubmit@incog.org) in PDF, TIFF, or JPEG format)

### **Site Plan Elements**

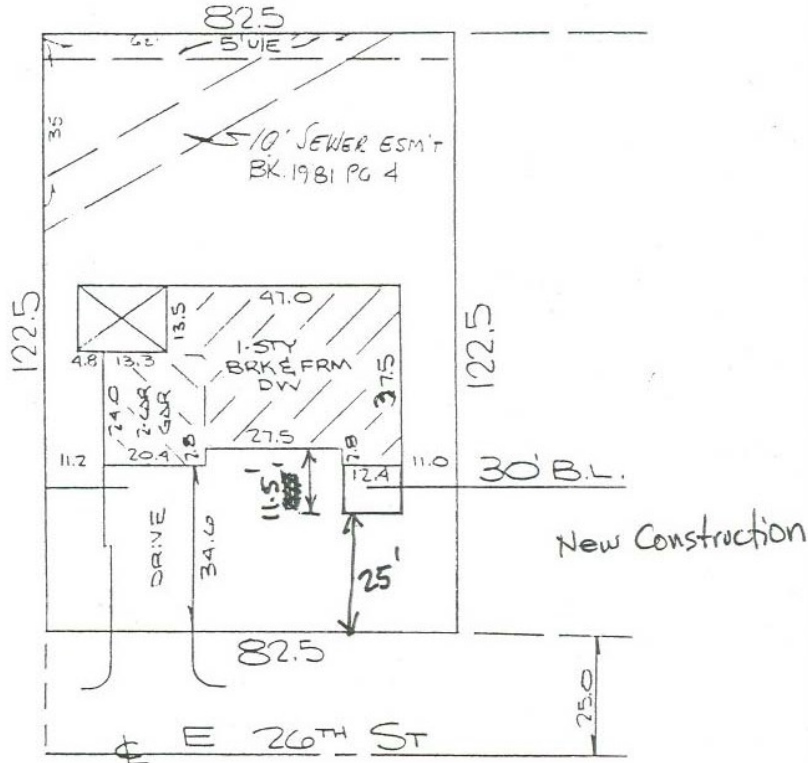
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**Plan View** - Depict all **lot dimensions** including:

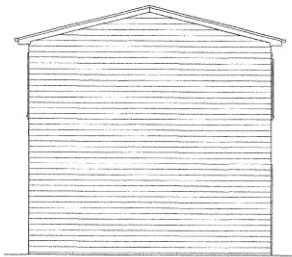
- Building (or improvement) footprint, number of floors, and gross floor area of all floors of existing and any proposed building (measured to outside of exterior walls)
- Distance of any building (or improvement) from relevant property lines
- Minimum building setback line(s)
- Show and label abutting 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.*

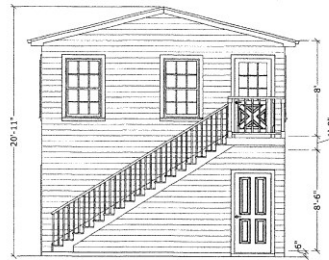
*\*Elevations may be required to illustrate the nature of the request. Elevations must show views of all building walls and include dimensions of all walls, roofline, and any architectural feature(s) that extend above the roofline.*



**Example of a Site Plan**

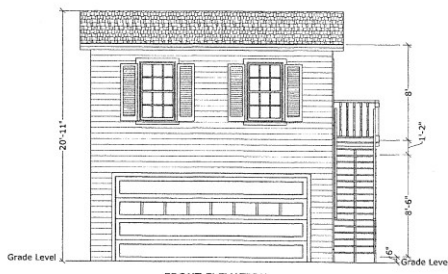


LEFT ELEVATION

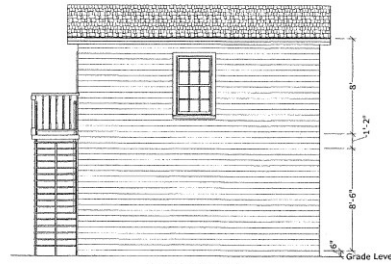


RIGHT ELEVATION

ROOF PITCH = 3:12



FRONT ELEVATION



REAR ELEVATION

**Example of an Elevation**