

## UNDERSTANDING SPECIAL PERMIT SITE PLANS

### WHAT'S A SITE PLAN?

A site plan is a scaled drawing which shows the *uses* and *structures* proposed for a parcel of land. It also includes information concerning the landscape features of a given parcel.

### WHAT'S THE PURPOSE OF A SITE PLAN?

Site plans are intended to show how the intended land use relates to the features of a parcel and its surrounding area. The zoning administrator will review a site plan to assure that the proposed development meets the standards of the zoning code for the district it is located in. This person will also verify that the development will be adequately served by necessary public facilities such as roads, schools, water, emergency services, and sewage disposal. The site plan review process is designed to protect landowners and it is in their best interest to comply with the procedure. A development that is in full compliance with the zoning code has the best insurance against land use lawsuits and complaints. Furthermore, a development that is *not* in compliance with the zoning code is unlikely to be granted any further development permits until it is brought into compliance.

### WHAT TYPE OF SITE PLAN DO I NEED?

There are three types of site plan: major, minor, and normal. If you are building or altering a structure or changing the land use of a parcel designated as being a single-family dwelling (such as preparing to open a home occupation), you need only submit a normal site plan. A normal site plan shows:

* the actual dimensions of the lot or tract to be built upon	* whether the proposed structure is existing or proposed
* dimensions between structures	* the size of the building or structures to be erected
* dimensions between structures and all lot lines	* the location of all easements
* parking spaces and driveways	* excavations, grading, or fill (if applicable)
* location of septic and well facilities	* any other information as may be required by the Zoning Administrator

(most of this information may be found on the survey of the parcel)

An example of a normal site plan may be found on the reverse of this document. A normal site plan may be hand drawn provided it is legible, submitted on paper suitable for filing, and maintains a uniform scale throughout.

### SPECIAL INFORMATION CONCERNING SPECIAL PERMITS

If you are applying for a permit on land currently used or to be used as: multi-family dwelling units, commercial, office, high tech, or industrial uses then you will need either a major or minor site plan depending upon the characteristics of the development. Contact the Zoning Administrator for further information. When applying for a Special Permit, Site plans must be submitted for review by the Zoning Administrator, the Zoning Commission and the Board of Supervisors. The request for special permit will be reviewed at a public hearing which the applicant or representative of the applicant must be present. If the special permit requires any construction or additional toilet facilities then the applicant must file for a zoning permit and septic permit as well. Those parcels that do not meet the minimum lot area requirements for the proposed use must apply for a variance in conjunction with the application for special permit.

Questions concerning Zoning Permit Site Plans may be directed to:

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