

How to create a Site Plan

Site Plan: A drawing of a property as seen from above, including, but not limited to a north arrow, building locations, and date. Show proposed improvements with exact size, shape and location of all existing and proposed buildings and structures, parking areas, driveways, decks, and walkways.

1 Use a Scale

Choose a standard scale, either an Architectural or Engineering Scale and note the numeric scale used on plan (i.e. 1 inch = 20 feet).

2 Draw Property Lines

Label all dimensions in feet.

A plat may help you in determining the dimensions of the parcel. This may be available online from the State Recorder's Office <http://dnr.alaska.gov/ssd/recoff/>.



Show the property lines and note the dimensions.

3 Draw all Buildings and Structures

- Show existing buildings and structures as a solid line and all additions as a dashed line.
- Be sure to show the precise footprint of all buildings or structures including, but not limited to steps, decks, porches, fences, bay windows and HVAC platforms.

4 Draw Driveway and Parking Areas

Show all parking areas, driveways, walkways in their precise locations in relation to your property lines and with their accurate footprint. Show proposed paved areas with a dashed line.

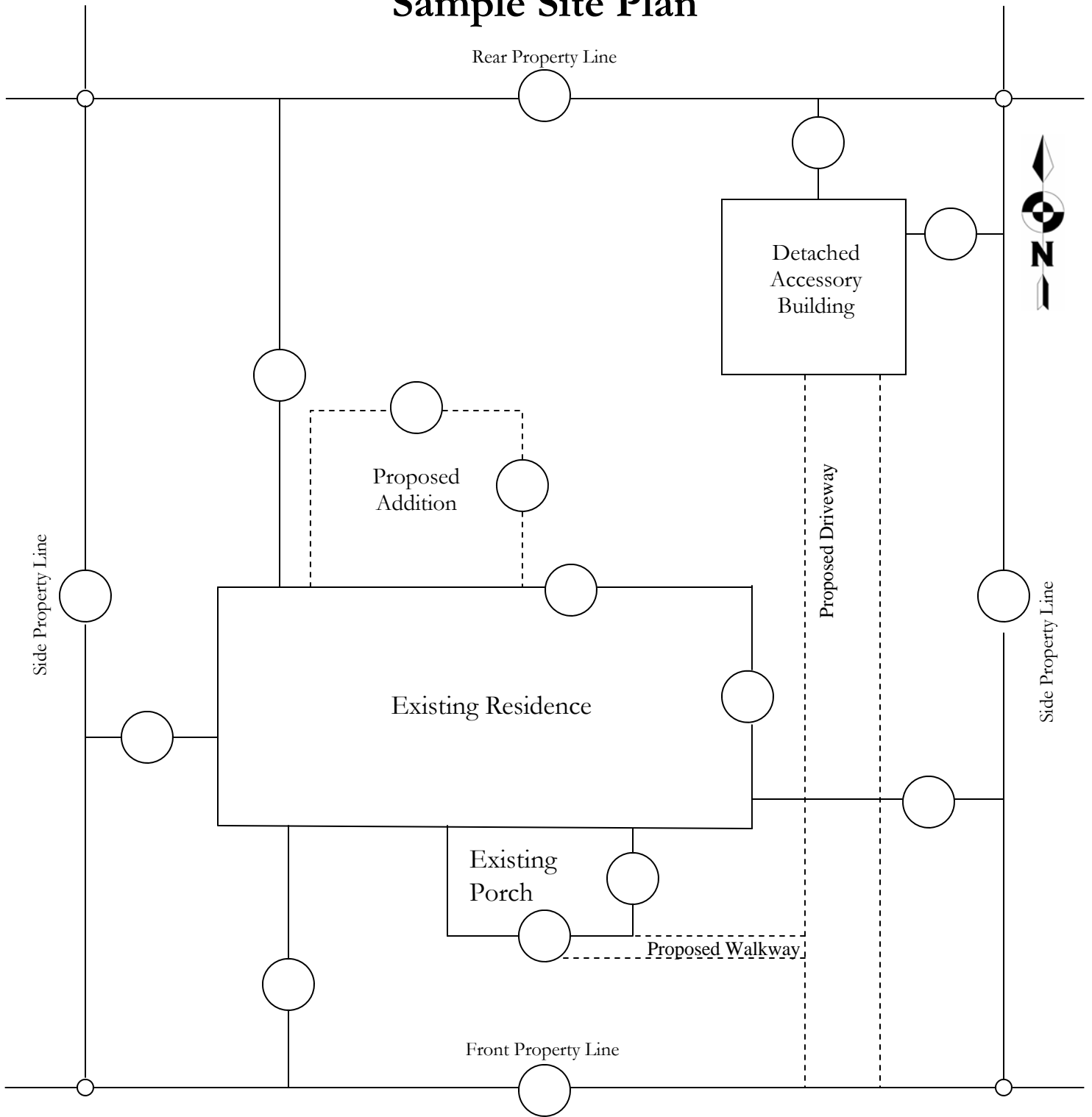
5 Locate Culverts, Streams, or Drainage Ditches

- Show location of any culvert on or draining across your property.
- Show location and path of stream or drainage ditch.

Other Items that must be on the Plan

- ## 6
- Address, Property Owner, and an arrow depicting North.
 - Utility or other easements.

Sample Site Plan



House Number and Street Name
100 Gate Street

Note: On the site plan you create, please show distances in feet where you see circles on the Sample Site Plan above.

This document is not intended to allow a site plan to be used when a survey, prepared by a licensed surveyor, is required.