

Columbia County Land Development Services

Building Site Plan Checklist

This site plan will be used by all departments and must be accurate

RESIDENTIAL CHECKLIST

Accurate site plan, clearly identifying all distances from property lines, septic tanks and drainfields, farm and forest areas, large natural features (i.e. cliffs, streams, ravines, etc.) roads and driveways, easements, wells, underground utilities, etc. Drawn with clear dimensions-Larger parcels use an inset for proposal. Paper size to be no larger than 11" x 17".

- Property dimensions - accurately defined property lines with dimensions included
- North arrow
- All existing and proposed structures - labeled (including decks & porches, etc.)
- Distances from all property lines to existing and proposed buildings or structures
- Driveway length & width (proposed & existing)
- Roads (label existing & proposed) with right of way dimensions & their relationship to the driveway
- Easements - Utility, ingress/egress, septic, fire break (if applicable), etc.
- Location of water source (well, community system or municipal)
- Water features - wetlands, streams, ponds, creeks, etc.
- Fire buffer zones (applicable for forest zoned PF-80 properties only)
- Flood plain: yes no FPD permit # (if applicable) _____
- Septic system location, including tank, drainfield, and repair area
- Natural features - escarpments, ravines, steep slopes, or cut banks
- Distances from proposed structures to septic system components
- Distances between existing and proposed structures
- Topography - Direction and % of slope and elevations of contour lines (note on site plan if flat)
- Corner elevations of proposed structures clearly circled
- If known, any planned drain locations (rain drains, curtain drains, etc.)
- Other _____

COMMERCIAL CHECKLIST IN ADDITION TO THOSE LISTED ABOVE

- Site plans **must** be to scale *and* provide one copy on 11" x 17" in addition.
- Establish street grades & proposed finished grades (if more than a 4' change in elevation plan must show contour line at 2-ft intervals)
- Site plan shall be drawn in accordance with an accurate boundary line survey
- Site plan must show lot and building setback dimensions
- Show building footprint and building coverage area, percent of coverage
- Parking Plan
- Drainage plan
- Sign location
- Fire hydrants
- Other _____

Official Office Use Only

Permit # 192-_____

Project location _____

Planner _____

Permit Tech _____

Date _____