

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 _____

For most parcels of land, use the following sample. If you cannot fit your parcel on the 11"x 17" form provided using a maximum scale of 1"= 100', use option 2 .

The site plan shows a rectangular property with overall dimensions of 200' by 265'. Key features and setbacks include:

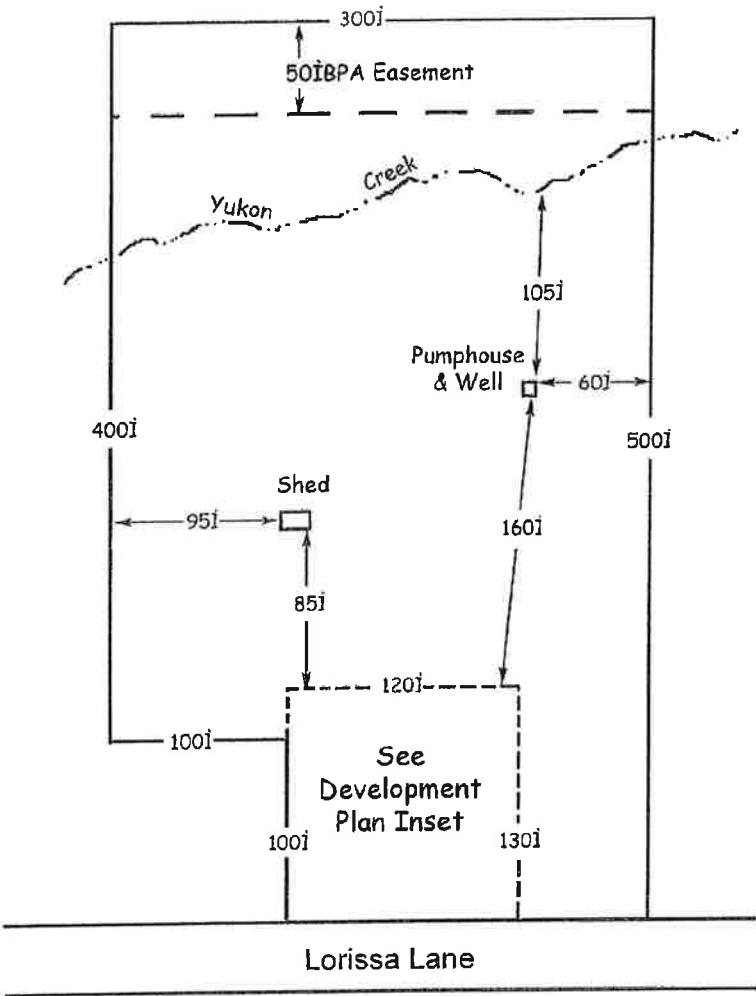
- Top Boundary:** A dashed line represents a "CANAL" and "RD" (road). A 210' setback is indicated from the top-left corner.
- Left Boundary:** A 35' setback is shown for the "DRAINFIELD".
- Right Boundary:** A 70' setback is shown from the "NEW HOUSE".
- Bottom Boundary:** A 165' setback is shown from the "SEASONAL CREEK".
- Internal Features and Setbacks:**
 - NEW HOUSE:** A central rectangular structure with dimensions 48' by 28'. It has a 15' setback from the "LPG TANK" and a 45' setback from the "WELL".
 - BARN:** A rectangular structure with dimensions 30' by 30', located 55' from the right boundary and 125' from the "NEW HOUSE".
 - DRIVEWAY:** An "EXISTING GRAVEL DRIVEWAY" connects the "NEW HOUSE" to the "BARN".
 - SEPTIC TANK:** Located 10' from the "NEW HOUSE" and 17' from the "DRAINFIELD".
 - REPLACEMENT FIELD:** A dashed rectangular area located 10' from the "NEW HOUSE".
 - WELL:** Indicated by a circle with a cross, located 45' from the "NEW HOUSE" and 15' from the "SEASONAL CREEK".
 - POWER:** Indicated by a circle with an 'X' at the top-right corner.
- Orientation and Scale:** A north arrow points towards the top-left, and the scale is given as 1" = 40'.

Option 2:

If you have a large property, you may submit a parcel plan showing an inset of your development area.

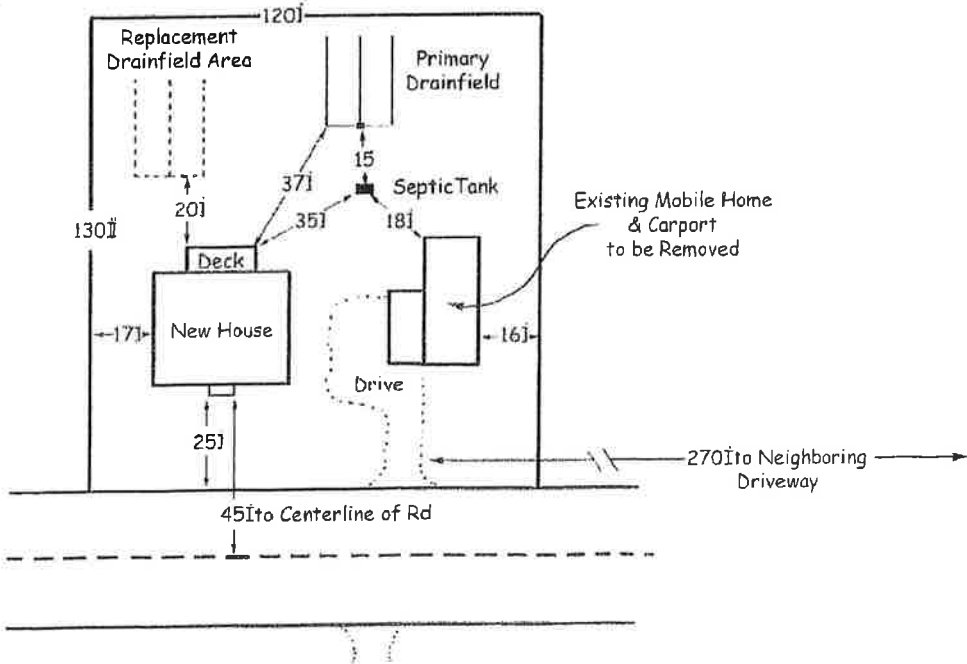
Site Plan

N
1" = 100'



Development Plan Inset

N
1" = 50'



Calculating Slope

The slope of property is used when applying code requirements. It will also help you determine foundation wall heights, fill and grade quantities and other information for your property. Slope is defined in several ways (degrees, rise/run, and percent). Accurately determining the slope of your property is key to getting the proper information on any requirements that may or may not apply to your project.

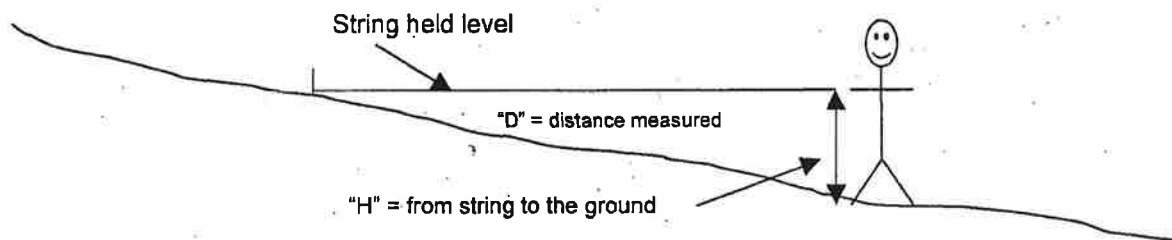
How to calculate the slope on your property.

First gather the items you will need: .

- A tape measure: at least 50' if possible
- Some string, stakes and a hammer
- A string level
- A helper

Measuring Slope.

- Find the uphill spot where any development will occur on the property.
- Drive a stake in the ground to mark this spot, and measure downhill, across the slope 50' to 100'.
- Place a second stake at that location.
- Tie the string to the first stake and stretch it to the second stake.
- Have your helper place the string level on the string somewhere near the center.
- You will need to tighten and raise the string until the string is level.
- While holding the string in that position, have your helper measure the distance between the string and the ground at the location of your second stake.



Calculating Slope.

Convert your dimensions (H and D) to the same dimension (inches or feet).

Calculate the slope using the following formula: $\frac{H}{D} \times 100 = \text{slope in percent.}$

Use the chart on the back of this form to convert your calculated slope into degrees or rise / run.

Calculating Slope

GRADE COMPARISON CHART

