



**City of Sweet Home**

Community and Economic Development Department- Building Program  
 3225 Main Street, Sweet Home OR 973686 541-367-7993 e-Permits: BuildingPermits.Oregon.gov

## Site Plan Checklist

*NOTE: All dimensions must be accurate. "Minimum" dimensions will not be accepted. All setbacks are from property lines. Property lines shall be located from property pins or survey markers. Please do not measure from streets, curbs, sidewalks, landscaping, or fences, as these may not be true property lines.*

<b>Please provide three (3) copies of a Site Plan, if Residential, or four (4) copies, if Commercial, drawn to a scale, with the following information, if applicable:</b>	NEED	OK or N/A
1. Date		
2. North arrow		
3. Property lines with dimensions		
4. Property corners		
5. Slope of lot. (If slope of lot exceeds (4) four feet, show contour lines at two (2) foot intervals.)		
a) Driveway grade		
6. Names of all adjacent streets or driving lanes, and access to property		
a) Note the width and length of access; indicate if access has hard surface approach (HSA), or gravel		
b) If corner lot, show distance to access from corner		
c) Locate sidewalks		
d) Length of frontage on public streets		
7. Placement of buildings, porches and/or accessory structures (carport, garage, shop, decks, etc.) on site:		
a) Dimension distances <u>between</u> new and existing buildings		
b) Dimension setbacks of structures to property lines (distances of all buildings, decks, porches, etc. to the true property lines)		
c) Label existing structures "existing"		
d) Show, label, and include the dimension(s) of any exterior deck(s)		
e) Label <u>ALL</u> building square footage(s) – EXISTING and NEW; also Height		
8. Show public and/or private easements, if applicable		
9. Show location of storm drains. Label the direction of storm water runoff (to curb or ditch, etc.)		
10. Location of water and sewer services (do not locate utilities in driveway)		
11. Location of well(s), if applicable		