



When required. Minor site plans are required with applications for the following when there is no proposed division of land:

1. New single family residential uses
2. Additions to existing structures, where the addition is less than ten percent (10%) of the size of the existing structure; except structures in the REC Seasonal Cabin and Recreation Overlay District which are regulated by Article 7, Section 12 of the Unified Development Code
3. A proposed revision to a site where an existing major site plan is on file
4. A change of use to a permitted use in an existing structure
5. Variances
6. Where otherwise specified in Article 6 of the Unified Development Code
7. Temporary Uses

The following structures DO require a minor site plan:

- dwellings
- accessory buildings, including garages, pole barns, garden sheds, etc.
- decks
- above and below ground swimming pools
- fences over 7' and retaining walls over 6'
- portable buildings

The following structures DO NOT require a site plan:

- unroofed, open platforms with no railings, not more than 30" above grade from ground level to the walking surface
- concrete slabs, concrete patios, walkways and driveways and other similar residential provisions which are relatively flush to the ground
- unroofed, open steps as an entrance to a building or dwelling
- retaining walls not over 6' high from ground level to top of the wall
- fences up to and including 7' in height

Requirements. Whenever the Unified Development Code requires submission of a minor site plan, the applicant shall submit one (1) copy, unless otherwise specified, of a site plan meeting the following specifications and showing the data listed:

a. Application information:

1. Names of all property owners
2. Address of property including street, city and zip code

b. Specifications.

1. Paper sized 8 ½ " by 11"; additional larger format copies may be submitted in addition to the 8 ½ " by 11" format

2. Drawn to scale of not less than one inch equals one hundred feet (1" = 100'), unless otherwise approved by the Zoning Administrator

c. Required data to be shown.

1. North arrow and scale of drawing
2. Location and dimensions of existing and proposed lot lines
3. Location and width of right-of-way lines of all public and private roads, driveways and alleys with their names shown
4. Location and dimensions of all existing and proposed structures labeled as existing or proposed with the current or proposed use noted. Structures include:
 - (i) Buildings
 - (ii) Wells
 - (iii) Fences
 - (iv) Septic tank and septic field locations
 - (v) Retaining walls
 - (vi) Utility poles
 - (vii) Walkways
 - (viii) Signs
5. Dimensions between all existing and proposed structures
6. Distance from all existing and proposed structures to all lot lines and to all right-of-way lines
7. Location of existing and proposed parking areas
8. Location of existing and proposed easements with their width and purpose noted
9. Other information deemed necessary by the Zoning Administrator

- d. Review of minor site plans.** Unless otherwise specified in this Ordinance, a minor site plan may be approved by the Zoning Administrator upon concurrence of all the appropriate County departments or other appropriate agencies as indicated on a site plan review form.

In order to know the distances from the proposed structure or addition to the lot lines, you need to know where your property lines are. If your property has been surveyed or is a platted lot, property survey pins should be located at the corners of your property. If there are no property pins or you are unsure of their location, following are tips for locating your property lines:

- **Look for property pins.** If your property is a platted lot, there should be property pins located at all corners of your property. Property pins are typically 30" long pieces of ½" – 5/8" rebar that are driven into the ground. They are capped with a colored plastic cap that has the name of the surveyor on them. The top of the cap should be at ground level; however, over time they may get pushed underground. If this happens, you can locate your pins by digging for them or using a metal detector in the area that you think they are possibly located. Surveyors may also place a metal T-bar post at the property pin location.

- **Ask your neighbor.** Your neighbor may be knowledgeable about the property lines that you share. If they know the location of any of their other property lines, you can also use the dimensions from the plat maps to measure the approximate locations of your own property lines.
- **Use existing fence lines.** Often times existing fence lines are located along property lines. If you are unsure of the property line location, using an existing fence line is a good indicator of where an existing property line may be located. If you own a platted lot, the fence line can also be a guide to where you may find a property pin. **DO NOT RELY SOLELY ON THIS METHOD** as it is only a guide and is not considered an accurate method to determine property line.
- **Obtain a map of your property.** Copies of plat maps can be obtained from the Auditor's Office. The maps will show property lines as well as road right-of-way (ROW). The traveled portion of the road along with any shoulders and ditches are all included within the ROW. Your property line should not be measured from the edge of the road, it should be measured from the edge of the ROW.
- **Measure from centerline of road.** The ROW for most county roads is 66'; however, refer to the copy of your plat map for the width of the ROW fronting your particular property. The road is generally located in the center of the ROW, so you can use it as a guide to find your front property line and possible location of your property pins. **DO NOT RELY SOLELY ON THIS METHOD** as it is only a guide and is not considered an accurate method to determine property line.
- **Contact a surveyor.** A surveyor can be helpful in determining the location of your property lines. Although a surveyor can be more costly than other methods, they provide you with an accurate location of your property lines. The corners will get marked with pins so you will know your property lines for future use.

If you have any questions about your minor site plan, please do not hesitate to contact the Department of Planning and Development at 319-892-5130.