



How to Draw a Site Plan

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

(1) Use a Scale

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

(2) Draw Property Lines

Label all dimensions in feet. The Cleveland County GIS Website may help you in determining the dimensions of your parcel.

(3) Draw all Buildings and Structures on the Plan

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 decks, porches, fences, etc.

(4) Draw Driveways and Parking on the Plan

Show all parking areas, driveways, walkways and patios in their precise locations in relation to your property lines and with their accurate footprint. Show proposed driveway material, width, and length. Driveways are exempt from setback requirements.

(5) Show Setbacks from Property Lines

A setback is a zoning requirement that is the minimum required distance between a structure and the property line. Any accessory structure under 600 square feet has a minimum 5 foot rear and side setback. Any accessory structure over 600 square feet must meet the standard setbacks, the following table may help you in determining your setbacks.

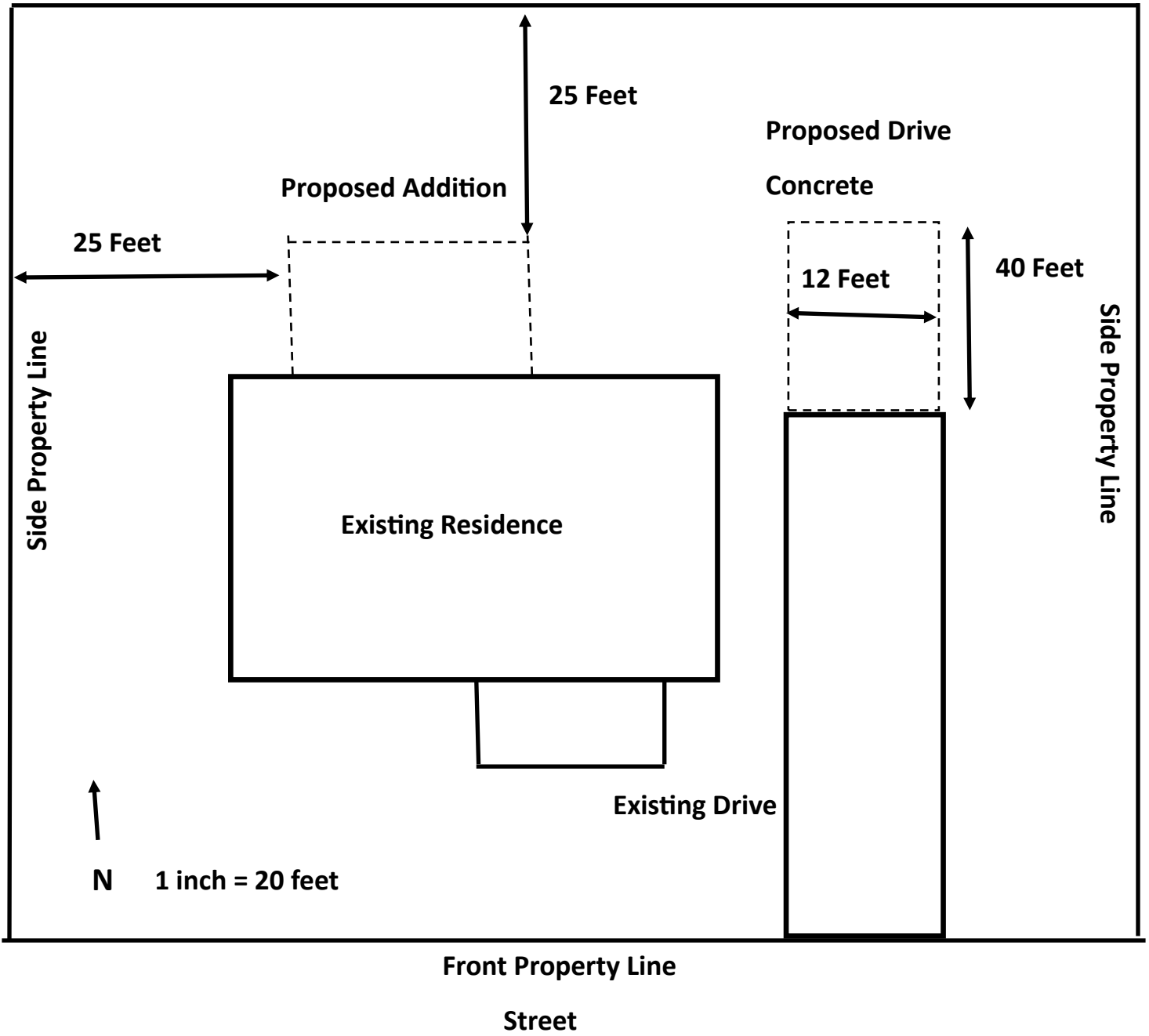
	R20	R10	R8	R6	RO
FRONT	40 Feet	25 Feet	20 Feet	15 Feet	15 Feet
SIDE	15 Feet	10 Feet	8 Feet	5 Feet	5 Feet
REAR	25 Feet	15 Feet	15 Feet	15 Feet	15 Feet

(6) Other items that must be on the Plan

Your parcel number, address, North arrow, property owner and setbacks must be on the plan. Please remember to submit your site plan with your building permit application for an efficient review process.

Sample Site Plan

Rear Property Line



Front Property Line

Street

123 W Marion Street, Parcel 12345

Proposed Living Room Addition

For more information contact City of Shelby Planning and Development at 704-484-6829 , the website at cityofshelby.com, or visit the Planning and Development Office at 315 South Lafayette Street

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