



Site Plan Requirements

Community Development Department
Building Division
1600 First St., PO Box 650
Napa, CA 94559-0660

Permit applications require a Site Plan in order to have a clear and concise view of the existing development on the property and the scope of your project. Your property may have more or less of the items listed, so customize this list to your project. Please note that additional information may be requested following review of your plans. The Site Plan needs to be a minimum of 11"x17" unless otherwise stated. Aerial photographs will not be accepted as site plans.

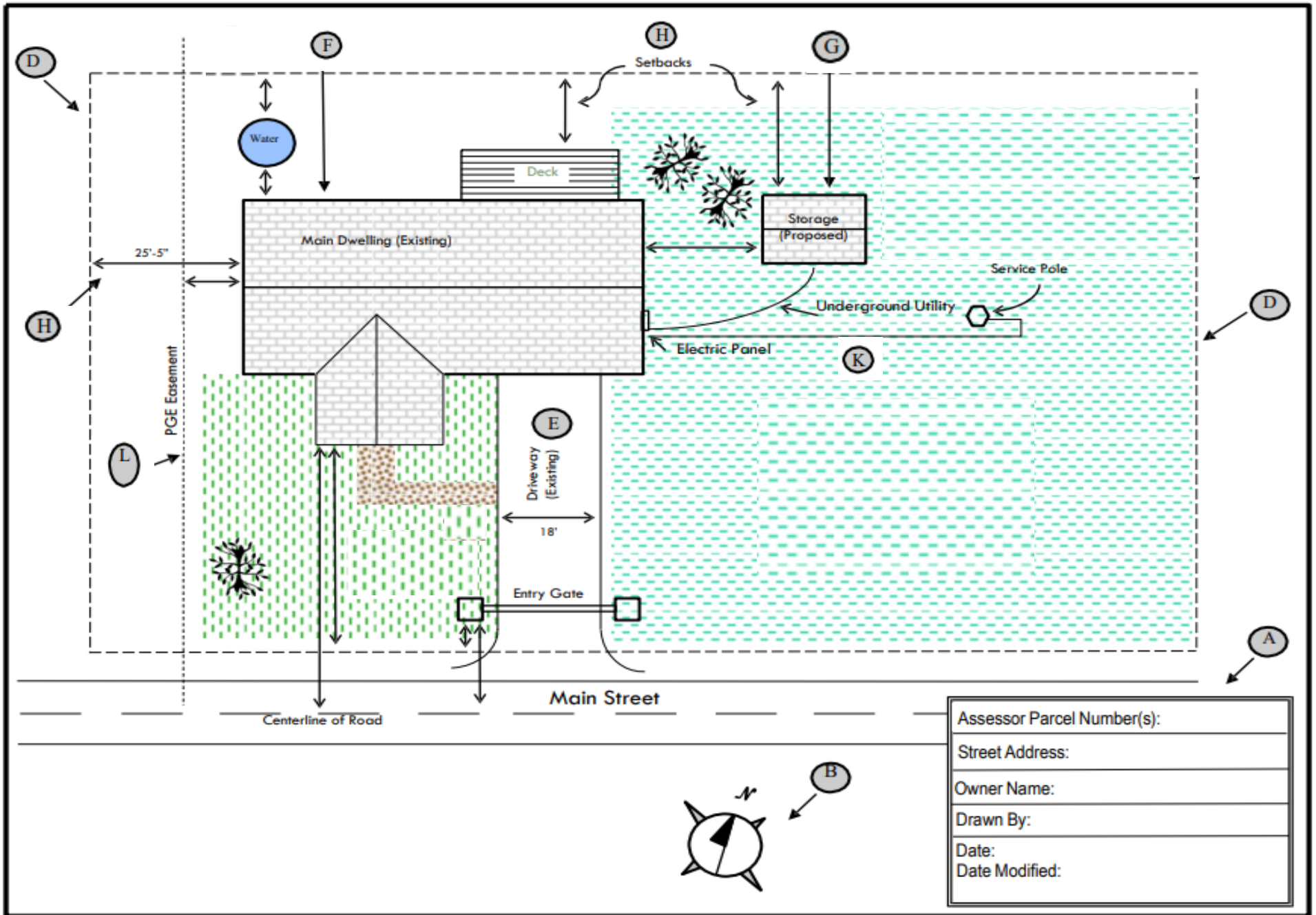
What to Include on Your Plan

- Ⓐ Title Block
 - Parcel number
 - Property address
 - Owner
 - Draftsman
 - Date the plans were drawn and/or amended
 - Ⓑ Direction arrow showing the orientation of your property to North
 - Ⓒ Scale bar. All plans shall be drawn to 1/8" or 1/10" scale, or as needed for the property acreage size
 - Ⓓ Property line boundaries
 - Ⓔ Access to the property from the point of connection with publicly maintained road(s)
 - Existing and proposed access streets
 - Driveways
 - Easements
 - Adjacent roads, streets, alleys, etc.
 - Location of off-street parking spaces (include number of spaces, and dimensions if not provided on separate improvement plans)
 - Ⓕ Show ALL existing and proposed structures and improvements on the property
 - Label existing and proposed structures and uses
 - Dimensions
 - Distance between existing and proposed structures
- *Existing and Proposed development should include, but is not limited to buildings, decks, storage tanks of any kind (including propane tanks), driveways, access roads*
- Ⓖ Proposed structure(s), area of addition, area of remodel, and improvements
 - Label proposed use
 - Highlight or differentiate from existing structures
 - Ⓗ Setbacks for all existing and proposed development
 - Show distance between structures
 - Show the distance of development to the nearest property line and to the 'front' property line
 - Distance between fences to the structure

- I Limits of the Regulatory Floodplain and/or Floodway (include Base Flood Elevations from the currently effective Flood Insurance Study). If portions of property are located in a Special Flood Hazard Area (SFHA) illustrate the SFHA boundary on the site plan. To determine this visit FEMA website and see Guidance Document for additional information.
- J Limits of the extent of disturbed soil area proposed. Include quantity of disturbed soil area and estimated earthwork quantities.
- K Utility lines or service points of connection (water, sewer, electrical, gas, cable)
- L Show any easements that exist. Location of all easements (water, sewer, roadways, open-space, etc.)

See the Sample Site Plan Page 3.

Sample Site Plan



Assessor Parcel Number(s):
Street Address:
Owner Name:
Drawn By:
Date:
Date Modified: