



# Town of La Plata

## Customer Assistance Guide #2

### How to Draw a Site Plan for Additions & Redevelopment

The site plan is a map of your entire parcel drawn to an engineer's scale, showing all existing and proposed structures (above or below ground) and other information needed to review your project. Below is a guide and checklist for drawing a site plan according to Town of La Plata standards. An example and list of the items that must be included on the plan is shown on the following page. An architect, or other professional may prepare your site plan or you may draw your own. Whether you prepare it yourself or have someone do it for you, you are responsible for the accuracy and completeness. It is recommended that applicants prepare one (1) "combined" site plan (the site plan example in this packet is a "combined" plan) to address both existing and proposed development specifications, but more detailed projects may require multiple sheet drawings.

#### 1. Base Plan with Lot Shape and Dimensions

The Assessor's Office can provide you with a parcel map with the lot's shape and at least some of its dimensions. If your lot was, created by plat (subdivision), the Office of Land Records at the Charles County Courthouse can provide you with a copy of the plat map showing the lot's precise shape and dimensions. For residents who purchased their property in the past 20 years, a copy of the survey prepared for the transfer can serve as the base plan.

#### 2. Select Size and Scale

Site plans should show the entire parcel on a single sheet of paper at a scale that allows reading of all the details on the plan. It is best to use a standard paper size to make reproduction simpler. For lots too large to show clearly on a standard sheet of paper, the following options may be used:

- Continue the site plan on a second sheet of paper, indicating a clear "match line" on each sheet where the two pieces fit together or attaching the sheets firmly together at the joint.
- Use a "break line" to represent where a portion of the lot line has been artificially shortened to fit the page. When used, break lines must not artificially shorten any portion of the parcel that is relevant to the project.

The plan must also be drawn to scale, which means that distances in the "real world" correspond to distances on the site plan (e.g., one inch on the paper equals twenty feet on the ground). In addition, the Town of La Plata review process requires the use of an engineer's scale on site plans. Whereas a traditional ruler divides an inch into eighths or sixteenths, an engineer's scale divides an inch into multiples of tens or hundreds (1"=10', - 1"=20', 1"=30', 1"=40', 1"=50', 1"=60').

#### 3. Identify Existing Property Features

Use plat maps, land records, title reports, site investigation, etc., to identify any of the following features on your site: Boundaries, easements, setbacks, severe slopes, soil issues, drainage issues, streams, swales, existing vegetation.

#### 4. Draw the Site Plan per the following checklist

Include all of the items in the following checklist (where applicable), making sure to **label each** feature and **show all relevant dimension(s)** of each of the following:

- Property boundaries:** Show length of each line. When break lines are used, indicate the length on each side of the break.
- Easements:** Label and show dimensions, show any future rights-of-way (from recorded subdivision plat).
- Existing structures:** Show and label all existing buildings and other structures including detached sheds, decks, propane tanks, fences, walls, etc.
- Proposed structures:** Show and label all proposed buildings, additions, remodel areas, etc., indicating length and width for each
- Setbacks and separation distances:** Label each and show distance from property lines, distance from other buildings for each structure.
- Driveways:** Show & label, with dimensions and connection to existing road for both existing and proposed.
- Other Structures:** Retaining walls, monuments (label and show length and varying height measurements)
- Streams & Buffer Areas (if existing):** Label and show length & width to edge of streams, top of bank and the edge of any buffers including drainage swales.
- Sewer service components:** Show and label pipelines, with dimensions and distances from buildings and property lines; show connection to dwelling.
- Water service:** Show and label same as above.
- Topographical contour lines** (if greater than 15% slopes exist in area of redevelopment) shown at two-foot vertical intervals.

Sample Site Plans follows



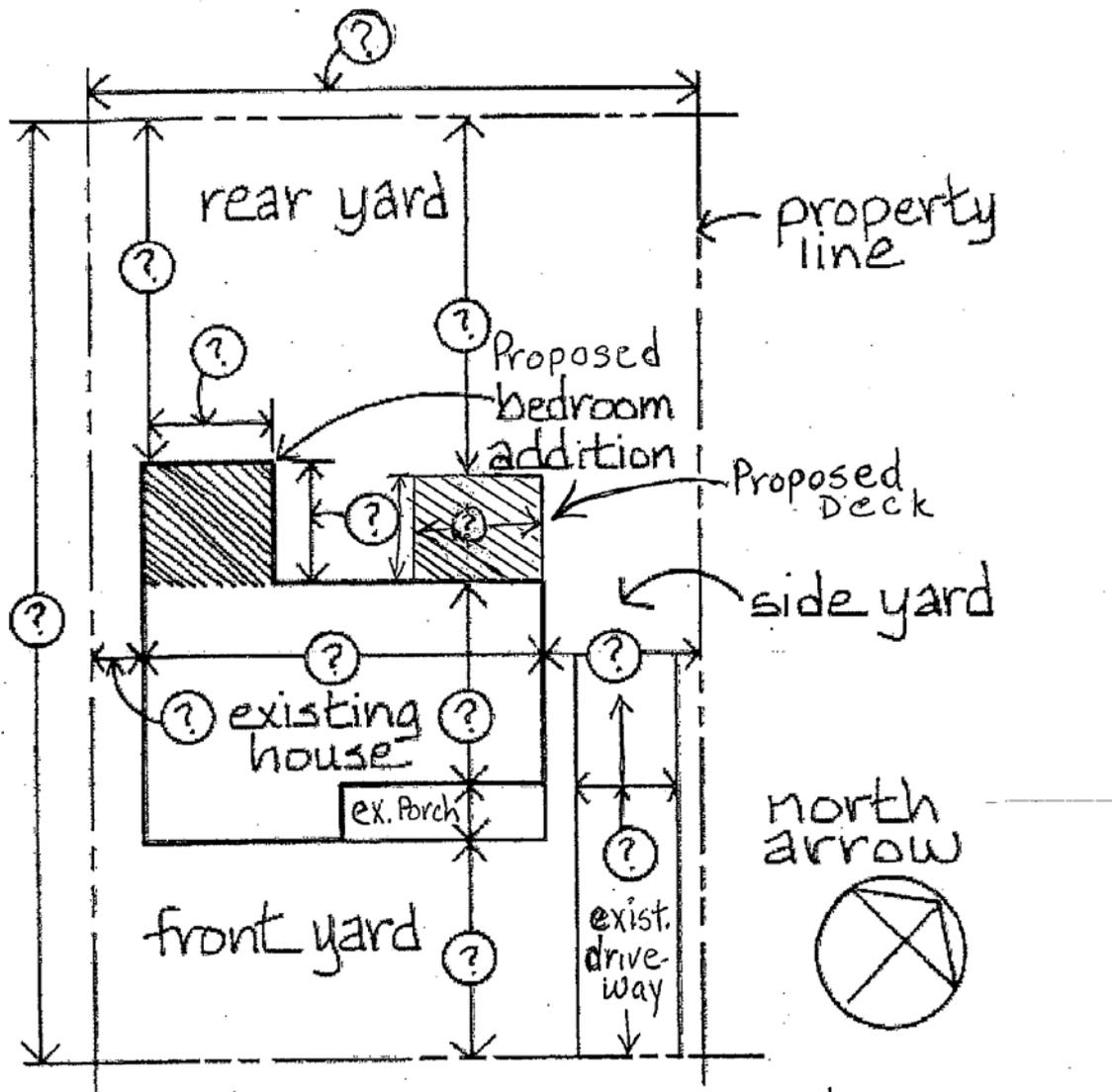
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## Sample Site Plan

for Additions to Existing Developed Properties

This sample site plan is not intended to show all situations. Plan features and details shall be specific to each site. Applicant must supply dimensions for wherever a ? is shown.



1234 OAK ST.  
Site plan

