

SITE PLAN CHECKLIST

Kootenai County Community Development requires that the following information be shown on your site plan.

If you have any questions regarding any of the requirements, please discuss them with a Planner. An incomplete or revised site plan may result in additional fees. Once you have completed the site plan checklist, along with any other required information needed from the Building division, you can apply for permits through [iMS](#).

YOUR SITE PLAN MUST INCLUDE:

- The direction “North”
- Scale: please provide a scale which shows accurate distances in relation to proposed/ existing features and structures on the property.
- Be drawn on, at minimum, an 8 ½ X 11 sheet of paper, or created in CAD or other software.
- Show the dimensions and boundaries of your **ENTIRE** parcel.
- Include the location, dimensions, use of right-of-ways and easements, as well as **ALL** structures on your parcel.
- Show the distance **BETWEEN** existing and proposed structures and all property lines, right-of-ways, easements and other structures.
- Include the location of all utilities, labeled existing or proposed, including septic tank and drain field, water, power, gas and telephone/cable.
- Include the locations and dimensions of all proposed and existing roads, driveways, parking areas, patios, decks, walkways and other impervious areas.
- Show streams, culverts, wetlands, drainage ways, and any other distinguishing land features such as slopes.
- Show the extent of the area which will be disturbed by the construction activity.
- Locations of known flood zones. To find out if your property is in a flood zone, you can visit the [FEMA](#) Map Service Center.
- If the parcel is platted, include the lot and block number on the site plan.

PLEASE NOTE:

- Markings on site plan must be clearly legible.
- If your property is being accessed via a private road, or adjacent private property under different ownership, an access easement will be required.
- If this is the first structure on a parcel, it is very important that you show the exact driveway location using measurements to each property corner.
- Additional information could be needed, depending on site disturbance and flood requirements.

EXAMPLE SITE PLAN



