

## City of Rutland

### Site Plan Instructions for Zoning Applications

Please contact Building and Zoning with questions regarding property dimensions and setback requirements (which vary according to zoning district).

1. Draw a plan view of your property to scale (1 inch = 20 feet preferred or use graph paper and indicate scale of each grid block). Show side, front, and rear property lines with their dimensions. Show any easements as listed in your title report or deed (available in the City Clerk's office). Show any existing water or sewer lines on the property.
2. If your property is on a corner, name both streets.
3. Draw a north arrow and indicate scale used under arrow.
4. If there are existing structures on your property, do the following:
  - Locate all existing structures on your property, residence, utility building, pump house, rentals, off-street parking, etc.
  - Locate all structures as to distance from the sides, front, and rear property lines. Give distance in feet.
  - Show the use of all structures. Examples: two-car garage, utility building, residence, shed, swimming pool / spa, etc.
  - Add other elements such as an existing driveway, stream, pond etc.
5. Locate proposed new addition and/or other proposed structures.
  - Show dimensions of exterior walls of new addition and/or new structure.
  - Indicate the use of each new addition and/or structure. Examples: garage, carport, patio, cover, utility building, pump house, etc.
6. Drainage Plans
  - Show roof slopes and drip lines which indicate drainage onto your own property, preferably to front of property and street.
  - If you are grading the land during construction, particularly if there is a slope to the property, show and clearly label existing (pre-construction) and proposed (post-construction) drainage patterns. You should not create a situation where storm water is draining onto someone else's private property. You will need to show one of the following:
    - an approved (by Department of Public Works) connection to City storm water infrastructure; or
    - the ability to retain and treat storm water on site (use of Low Impact Development / "green infrastructure" solutions are encouraged)

Note: For development over a certain size, additional details may be required. For brand-new buildings, please show approved connections to water and sewer service (as approved by Dept of Public Works).