

PLOT PLANS / SITE PLANS

Hamilton County Rural Zoning Commission, Room 804 County Administration Building, (513) 946-4501

I. WHEN IS A SITE PLAN REQUIRED?

Site Plans are required to be submitted with permit applications for new buildings or structures (including retaining walls, fences, decks swimming pools, signs, tents, parking lots) and additions or alterations to the same. In general, only vicinity maps are required for residential permit applications for interior alteration work, or for commercial “existing tenant interior alterations” unless the interior change constitutes a change of use requiring more parking than the previous occupant of the structure.

II. WHAT IS A PLOT/SITE PLAN?

- A. The plot plan shall consist of a plan of the lot or site upon which it is intended to build, erect, alter or add to such building or structure, which plan shall be based on an on-site topographic survey, **prepared and certified by a land surveyor**. The plot plan shall be drawn to a uniform scale (1” = 50 ft. minimum); all required data, the scale and compass points shall be legibly marked on the plan(s).
- B. The record plat for the subdivision or plot may be used as the required plot plan, provided that it bears the outlines of the buildings or structures shown on the appropriate lot with dimensions to show the exact location with respect to the lot lines and should reflect current contour lines.
- C. A separately prepared plot or site plan may be submitted, so long as it identifies fully the survey or other document on which it is based, and provided that a copy of the survey or other document is also attached to the set of drawings. **Site plans for new residential dwellings, new commercial buildings and the expansion of existing commercial buildings and parking lots must be prepared and sealed by a registered surveyor or other registered professional.**

III. WHAT INFORMATION MUST BE SHOWN ON THE PLAN?

The plot/site plan shall show:

- ◇ The location of the lot under consideration (where not part of active subdivision).
- ◇ The bearings on each side of the property with lengths and angles.
- ◇ The location of all easements and rights-of-way on the lot.
- ◇ The location of other facilities or structures existing on the lot.
- ◇ The width of the streets, alleys, access road or court ways upon which the lot abuts.
- ◇ The sidewalk and curb lines thereof; fire hydrants locations.
- ◇ The amount of space on each street or alley that will be used which such space is desired for temporary storage of construction materials or debris.
- ◇ The location of the proposed building(s) or building addition(s) other structures(s).
- ◇ The plan of the first story in heavy lines with all projections in their extreme shown in broken lines.
- ◇ The dimensions of the body of the building, its extreme projection(s) and the distance thereof from adjoining street or lot lines.

- ◇ Distances to all other buildings, proposed or existing on the same lot.
- ◇ The dimensions and surfacing material of all existing and proposed walkways, driveways, parking spaces and aisles.
- ◇ Accurate grading and drainage information showing existing and proposed grades of the floors of building(s), and outside earth placement in relation to public streets, sewers, storm drainage lines and adjoining properties. (As a minimum, existing and proposed grades of the property corners, midpoint of both side property lines and building corners, and the basement, garage, and all floor elevations shall be shown on the plan.)
- ◇ Accurate flood damage prevention information, where applicable, determining existing and proposed grade elevations of the building(s) floors, including basements and outside earth placement in relation to the grading information noted above.
- ◇ All utility locations appurtenant to the property including storm sewers, sanitary sewers, water lines, overhead transmission lines, poles, guy wires, markers, inlets, manholes, etc.
- ◇ Underground gas, electric and telephone lines to be shown by easement location only.

For Zoning Purposes the following information may also be required for non-residential construction:

- ◇ Impervious Surface Ratio (ISR) information (a worksheet is available) calculating the final hard surface area on the site.
- ◇ Parking Calculations detailing the number of required/proposed parking spaces on the site based on the proposed use of the structure as required by the Hamilton County Zoning Resolution.

IV. ARE THERE ANY EXCEPTIONS TO THE ABOVE?

Plot /site plans for residential building additions, accessory structures and fences need only show the horizontal distances between all buildings and structures and all property lines, and do not have to be certified by a land surveyor unless it is in a flood hazard area. Plot plans for commercial tents and signs do not have to be certified by a land surveyor but must accurately depict the dimensions and shape of the lot as well as the location of the existing and proposed structures and setbacks from any new structure to property lines and rights-of-way.