

Miami County Community Development

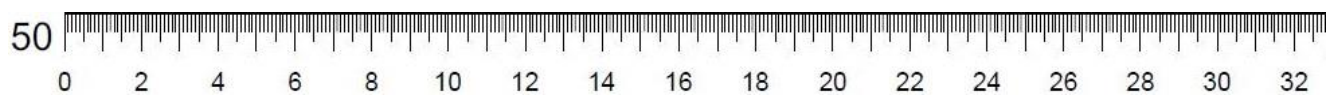
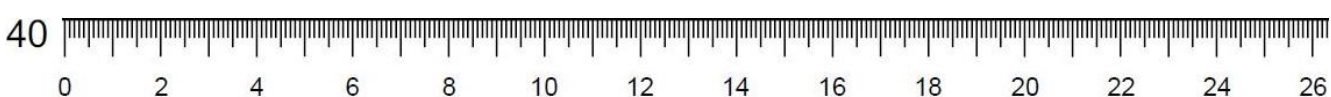
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SITE PLAN STANDARDS CHECKLIST (for building permit)

- Draw the site plan to a standard engineering scale (i.e. 1" = 50' , 100', 200', etc.) and show the scale used on the site plan. Several scales can be found around the border of this sheet.
- Show which direction is North on the site plan and use an arrow (N ↑).
- Show all of the property dimensions and the acreage amount of the property.
- Show the name(s) of any roads that abut the property.
- Show the location of the driveway entrance, the width of the driveway, and the distance from the centerline of the entrance to the nearest property line.
- Show the location of the proposed structure, including the use, dimensions and distances to the nearest property lines.
- Show the location of all existing structures on the property, including the uses and dimensions. Also show the distances between structures and property lines.
- Show the location of any outdoor lighting, including type, size and proposed use.
- Show the location of the sanitation system, including lateral lines, etc., and the distance between a proposed building the sanitation system. Structures and drive aisles should not be placed over the septic system and must meet setbacks from system.
- Show the location of any creeks, streams, drainage areas, ponds and special flood hazard areas.
- Show the location of any utilities easements and recorded easements if known.
- Write the property owner's name and the address (or crossroads) on the site plan.

Note:

- Aerial photos are available that can be used as the "base" site plan by asking Planning or Building staff. If the property is larger than 20 acres, 1 copy of the entire property will be needed in addition to an enlarged area that includes the new construction. All of the information above will need to be included on the site plan. The photos must be at standard engineering scale, ie 1" = 50', 100', 200', etc.
- If a recorded subdivision plat or a survey is available, it can often times be used as the base site plan with the above information added to it.
- If the proposed structure will be located within 20 feet of a minimum setback, or if the property is 3 acres or less, or less than 100 feet in width, a construction stake survey and site plan will need to be prepared by a licensed surveyor to ensure the minimum setbacks are met.
- An EXAMPLE of a site plan is on the back for reference. For assistance, please contact Planning staff at (913) 294-9553. **The county reserves the right to require a professionally prepared site plan and construction staking of a proposed building site whenever conditions warrant.**



SITE PLAN EXAMPLE

JOHN SMITH
5 ACRES
SCALE: 1"=50'

