Site Plan Requirements

When do I Need to Submit a Site Plan?
A site plan is required when exterior work is proposed on a residential property. Typical work requiring the submittal of a site plan includes:

- Room additions, garage and carport additions
- Decks, patio enclosures, exterior covers and sheds
- Garage conversions
- Swimming pools and spas
- * Fences, retaining walls
- * Site work involving installation of underground electrical and gas lines

* (Note: Only when a building permit is required)

Information on Site Plan/Plot Plan
A site plan is an accurate, scaled drawing or map of a piece of property showing its size, shape and the precise location of man-made features (buildings, structures and driveways) on the property. The site plan allows the property owner, the builder and the building inspector to verify the true location of any proposed structure(s); further, the site plan allows the plan check staff to ascertain any proposed new work is located within the setback dimensions according to the adopted codes.

Online Electronic Submittal Required
All plans and supporting documents shall be submitted electronically using the URL below. Please reference our Electronic Plan Review Policy (G-19-33) for submittal guidelines. If the submittal is inconsistent with our guidelines your project will be returned as incomplete.

http://share.elkgrovecity.org/filedrop/BuildingFileDrop

Plan Submittal for Construction

Quantity
One (1) pdf of the site plan is typically required along with any accompanying drawings (floor plan, foundation, framing plan, etc.).

Size
The site plan shall be a minimum of 18"x24" but no larger than 24"x36", drawn to scale, fully dimensioned, clear and legible.

Check List
The checklist below is a guide to assist homeowners and designers to verify the required information is included on the site plan. Please be aware that plans lacking any of these items may delay the plan check review process.

1. Street name, driveway, sidewalk, landscaping
2. Drawing scale, north arrow
3. Lot dimensions, property lines
4. Lot drainage flow arrows (call out slope 5% min. away from structure), grading, swales R401.3 CRC
5. Easements, utilities
6. On-site water system (septic or well systems, if any)
7. Label and locate existing buildings and other physical structures
8. Label and locate proposed additions, retaining walls and other physical structures
9. Setback distances to property lines, easements and distances to other structures
10. Name and signature of designer

A sample illustration is included on the next page listing a similar numbering system.

Questions?
Specific information regarding the location of property lines, easements, etc., may be requested at Development Services Engineering (916) 627-3436 or the Building Safety & Inspection office located at:

Address: 8401 Laguna Palms Way
Phone: (916) 478-2235
Hours: Monday through Friday
8 am – 5 pm
Property Line 111.50'

4. Drainage flow

3. Proposed Addition (18’ x 20’)

Existing Dwelling

Existing Garage 16’ x 20’

Existing Porch 18’ x 6’

Driveway

5. 8’ Wide Utility Easement

7. Existing 9X10 Shed

6. Gas/Electrical Meters

Drainage 5% min. slope away from structure

(Side Setback to Property Line)

(Dimension)

(Dimension)

(Dimension)

Property Line 170.75’

Property Owner’s Name
Property Address and Phone No.
A.P.N. (Assessor Parcel Number)
Scope of Work
Designer’s Name & Signature
Site Area and Lot Coverage

SITE PLAN
(Sample Only)