



Site Plan Example with Check List

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
- *When installing new exterior windows/doors
- Site work involving installation of underground electrical and gas lines

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

Information on Site 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.

Plan Submittal for Construction

Quantity

PDF Site Plans are typically required along with any accompanying drawings (floor plan, foundation, framing plan, etc.)

Send by email to codes@hvilletn.org or bring paper copies/flash drives etc. to Building & Codes Department.

Check List

The checklist below is a guide to assist homeowners and designers 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.

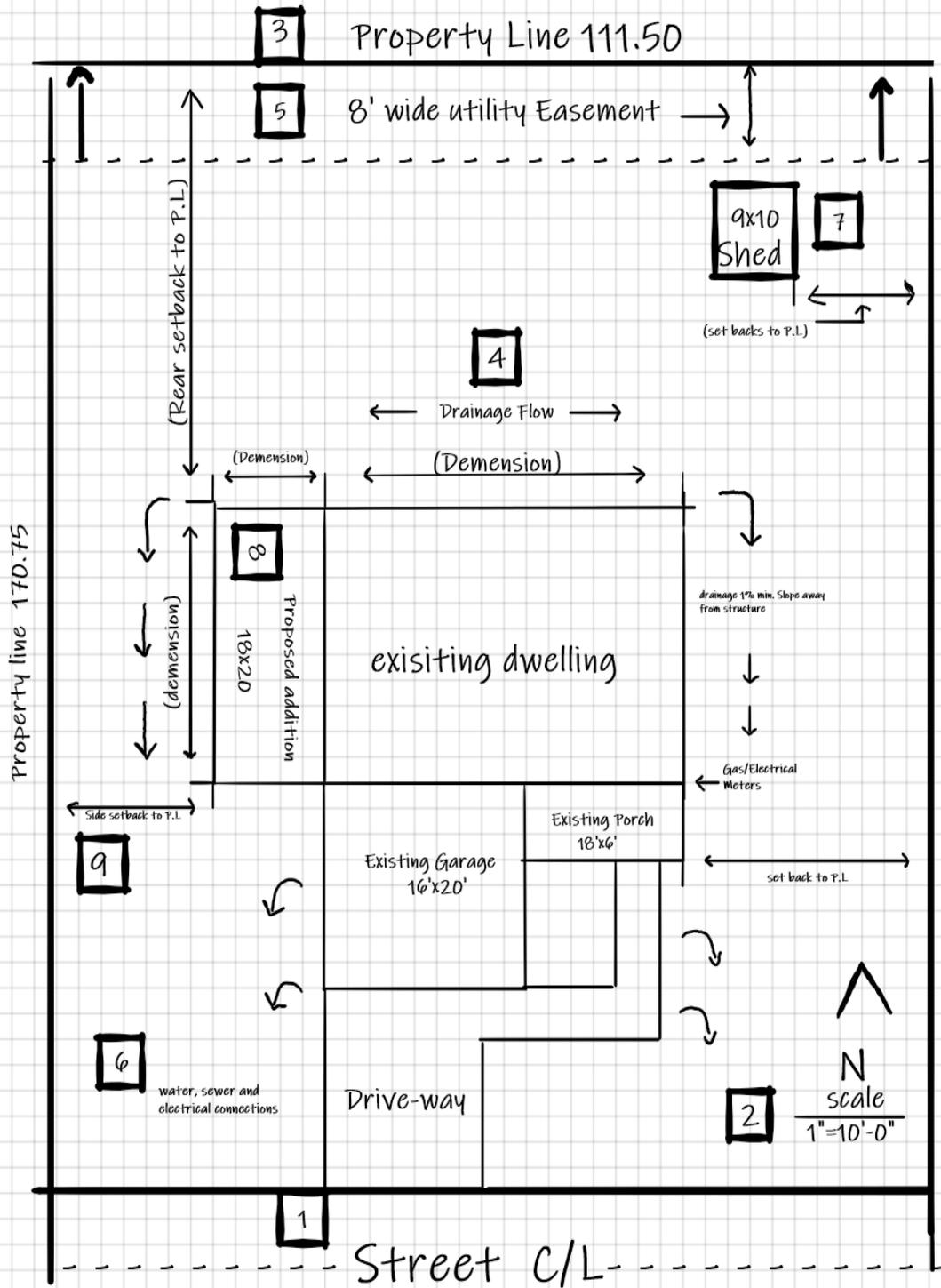
1. Street name, driveway, sidewalk, landscaping
2. Drawing scale, north arrow
3. Lot dimensions, property lines
4. Lot drainage flow arrows (call out slope 1% min. away from structure), grading, swales
5. Easements, utilities
6. On-site water system (septic or well systems, if any)
7. Label and locate 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 City Hall in the Planning Department located at:

Address: 101 Maple Drive N.
Phone: 615-264-5316
Hours: Monday-Friday 8 am - 4 pm



Site Plan

(Sample only)

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- 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