This checklist shall serve as a guide in preparing site plans so that your permit may be reviewed in an efficient manner. To avoid time consuming and costly delays, all information must be incorporated on the plan, drawn to scale, and clearly legible.

1. _______ NORTH ARROW, ELECTION DISTRICT, ZONING CLASSIFICATION AND THE DATE.

2. _______ SCALE OF DRAWING: 1" = 10', 1" = 20', 1" = 30', 1" = 40', or for very large properties 1" = 50'.

3. _______ PROPERTY REFERENCE: Address, Lot #, Plat Book and folio of subject and neighboring property. Extent of subject property ownership and the extent, name, and address of adjoining property ownerships.

4. _______ OUTLINE OF PROPERTY: Indicated by a heavy bold line and bearings, distances. Also, include outline of neighboring properties and all other properties effected, show where mean low tide falls in relationship to properties in question.

5. _______ LOCATION: Name of adjoining street(s) and distance from property corner to the nearest intersecting public street centerline. (200' scale zoning maps available in Room 113, County Office Building.)

6. _______ VICINITY MAP: A vicinity map must be included on all site plans with the scale of 1" = 200' with site clearly and accurately marked. (Use 200' scale zoning map.)

7. _______ DIVISIONAL LINES: In cases where coves, points, or other uneven shore lines are involved, all properties within 200' or effected by the construction be shown with existing piers, mooring piles or other waterfront improvements and the required divisional property lines shown. (See Appendix J)

8. _______ ZONING HEARINGS: If any zoning hearings were held regarding this property, the case number(s) must be listed and addressed on the plan.

9. _______ USES, STRUCTURES: Existing and proposed location of all bulkheads, piers and mooring piles on subject and effected lots. If no structure, note as such.

10. _____ CHANNEL: Distance to the near boundary of a definable channel. In the absence of a definable channel, distance to opposite shore.

11. _____ SITE PLANS: Must be trimmed to a neat 8-1/2" X 11" or, where larger prints are necessary, they shall be folded to that size. They must be clearly legible.
APPENDIX J

WATERFRONT CONSTRUCTION DIAGRAMS

These diagrams are to be used as a guide in determining divisional property lines on waterfront construction (see Section 417).