

# SURVEY /SITE PLANS

**Hamilton County Planning and Development, Room 801 County Administration Building, (513) 946-4550**

## 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, decks and swimming pools), and additions to the same. When a professional survey is required, it shall be one done within the last 180 days of the application.

## II. **SURVEY REQUIRMENTS**

### **Permit Applications Requiring a Current Survey Prepared by a Licensed Surveyor**

A. **Single Family Residence**

B. **Addition (change in footprint)**

Exception: the addition, accessory structure, swimming pool is 600 square feet or less and is no closer than 10 feet to the property line, see Number V.

C. **New Retaining Walls causing elevation**

### **Permit Applications Requiring Only a Siteplan**

**Exception: the Building Official determines when a site conditions require a Survey prepared by a licensed Surveyor**

A. **Addition (no change in footprint i.e. roof over deck, porch)**

B. **Decks**

C. **New Retaining Walls** along with a new single family residence, may use the new single family residence survey.

D. **Replacement Retaining walls only**

## III. **WHAT IS A SITE (PLOT) 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 plan 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.

## 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 hydrant locations.
- \* the amount of space on each street or alley that will be used when such space is desired for temporary storage of construction materials or debris.
- \* the location of the new or proposed building(s) or other structure(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.
- \* 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.

IV. **ARE THERE ANY EXCEPTIONS TO THE ABOVE?**

Plot/site plans for residential building additions and accessory structures 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 the property is in a flood hazard area.

V. **A PLOT PLAN IS REQUIRED FOR ANY DEVELOPMENT TOTALING LESS THAN 600 sq. ft. WHICH AFFECTS THE SITE INCLUDING ADDITIONS, ACCESSORY STRUCTURES, SWIMMING POOLS AND WALLS:**

The plot plan shall be drawn to a uniform scale; all required data, the scale and compass points shall be legibly marked on the plan(s):

- \* the location of all easements and rights-of-way on the lot
- \* the location of other facilities or structures existing on the lot
- \* the location of the new or proposed building(s) or other structure(s)
- \* 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
- \* accurate grading and drainage information determining existing and proposed grades of the floors of building(s), and outside earth placement in relation to public streets, sewers, gutters/downspouts, storm drainage lines and adjoining properties. This grading and drainage information shall properly and completely reflect the requirements of Section HC.C105 of this Code.
- \* 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, and the Code provisions in Section HC.C106 and the referenced standard(s).
- \* all utility locations appurtenant to the property including storm sewers, sanitary sewers, water lines, overhead transmission lines, poles, guywires, markers, inlets, manholes, etc.

Where the plot plan indicates a conflict with or an encroachment into an easement, right-of-way or facility of a public utility, a survey will be required to convey HC.A 106.8.6; Or the applicant shall be required to notify the utility or authority associated with any encroachment and shall allow seven (7) days for the return of approval from such utility or authority or the denial of the same. No permit will be issued without the required approval.