

# SITE PLANS/REGISTERED SURVEY

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

## I. WHEN IS A SITE PLAN/REGISTERED SURVEY 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 there to. When a professional survey is required, the survey shall be not less than 180 days old on the date of application.

Properties with easements, right-of-way or facility of a public utility always require a registered survey to determine that there are no encroachments, see HCBC Section HC.A106.8.6 for specific requirements.

## II. WHAT IS A SITE PLAN?

- A. The site plan is a proposal for the development or use of the property.
- B. The site plan is a drawing which shows what is intended to built, erected, altered or added to an existing building or structure. It shall be based on an on-site topographic survey, prepared and certified by a land surveyor. The site plan shall be drawn to a uniform scale (1" = 50' minimum); all required data, the scale and compass points shall be legibly marked on the plan(s).
- C. 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, provided that the registered survey is not less than 180 days old on date of application.
- D. 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 SITE PLAN?

The 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. SURVEY REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION ONLY**

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

- A. Single Family Residence
- B. Addition where there is a change in the footprint  
Exception: the addition, is 725 square feet or less and is no closer than 5 feet to the property line, see #V below.
- C. New Retaining Walls causing elevation differences

**Permit Applications Requiring Only a Siteplan without a Registered Survey - see # V below**

- A. Addition (no change in footprint i.e. roof over deck, porch)
- B. Additions which are 725 sq. ft or less and are not closer than 5 feet to the property line
- C. Decks
- D. New Retaining Walls (applications may use the new residence survey, if the new residence is still under construction or the survey is less than 180 days old.)
- E. Replacement Retaining walls only

**V. PLOT PLAN REQUIREMENTS WHEN A REGISTERED SURVEY IS NOT REQUIRED:**

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.