## Site Plan Requirements
January 2023

### What is a Site Plan?

A site plan is an accurate, scaled drawing illustrating the following:

- Property's dimension and shape
- Location of roads
- The relationship and precise location of man-made features on the property (buildings, structures, driveways)
- Natural water features (creeks, streams, rivers, lakes)
- Architectural features (cornices, canopies, eaves, awnings, bay windows, window wells, cantilevered walls, chimneys)

Site plans show what currently exists on the site **and** the physical changes you plan to make to the site.

Sample  SITE PLAN  on next page  ➡

**A Site Plan** is required when submitting a building permit application for:

- Residential Buildings
- Accessory Buildings
- Decks, porches, gazebos & awnings
- Garages (attached and detached)
- Pole Barns
- Storage Buildings larger than 120 sq ft

**Note:**    **Commercial Buildings**

Site Plan **approval** is required from the Planning Department *before* submitting a building permit application for a **commercial** building or alteration of an existing commercial building.  Please contact Planning at poc@larimer.org.

### Site Plan Basics

Note:  Aerial photos will not be accepted

1. **DRAWN TO SCALE**
   Like a map that depicts a 10-mile stretch of highway with a 1-inch line, a scaled site plan represents the relationship between the actual property and its size on paper.

   Common measures of scale for site plans:
   Scale  1"= 10'          0 _____ 10 ft
   Scale  1 " = 100'       0 ———— 100 ft

   - Include an arrow showing **North**

2. **SITE PLAN PAPER**
   - Minimum Size       8½" x 11"
   - Maximum Size     2 4 " x 36"
   - Larger parcels of land may require multiple sheets of paper.

3. **PROPERTY DIMENSIONS**
   - Draw and label property lines and length
   - Indicate if property is a corner lot and label all roads

4. **EASEMENTS and RIGHT of WAY**
   - Show easements, e.g., utility, drainage landscape, access.
   - Structures cannot be built in, over or under ANY easement or right-of-way including architectural features such as eaves and window wells.

5. **ROADS, STREETS, ACCESS**
   - Named and unnamed roads (public, private, county roads & state highways)
   - Driveways, existing and proposed
   - Vehicle parking area

6. **SETBACKS:** Land Use Code Section 2.9.4

**Q.**  What are setbacks?

**A.**  The Larimer County Land Use Code defines setbacks as;

*"The distance, measured perpendicular or radial, from a property line or right-of-way centerline between a building and the property line or right-of-way centerline."*

**Q:** I'm getting ready to submit my building permit application. How can I find my setbacks?

**A:** Setbacks vary by Zoning District and a property's proximity to roads and highways. A planner can tell you what the setbacks are for your property. Contact Planning at poc@larimer.org.

SETBACK CERTIFICATION

Larimer County Land Use Code Regulations require the property owner to clearly identify the boundary corners of the lot and/or building envelope.

Whenever the proposed building is less than five feet beyond the required setback or building envelope boundary, the owner will be required to certify the building location.

Certification, in the form of a letter, must be signed by and include the seal of a surveyor licensed to practice in the State of Colorado. The letter must include the building permit number issued for the site in question.
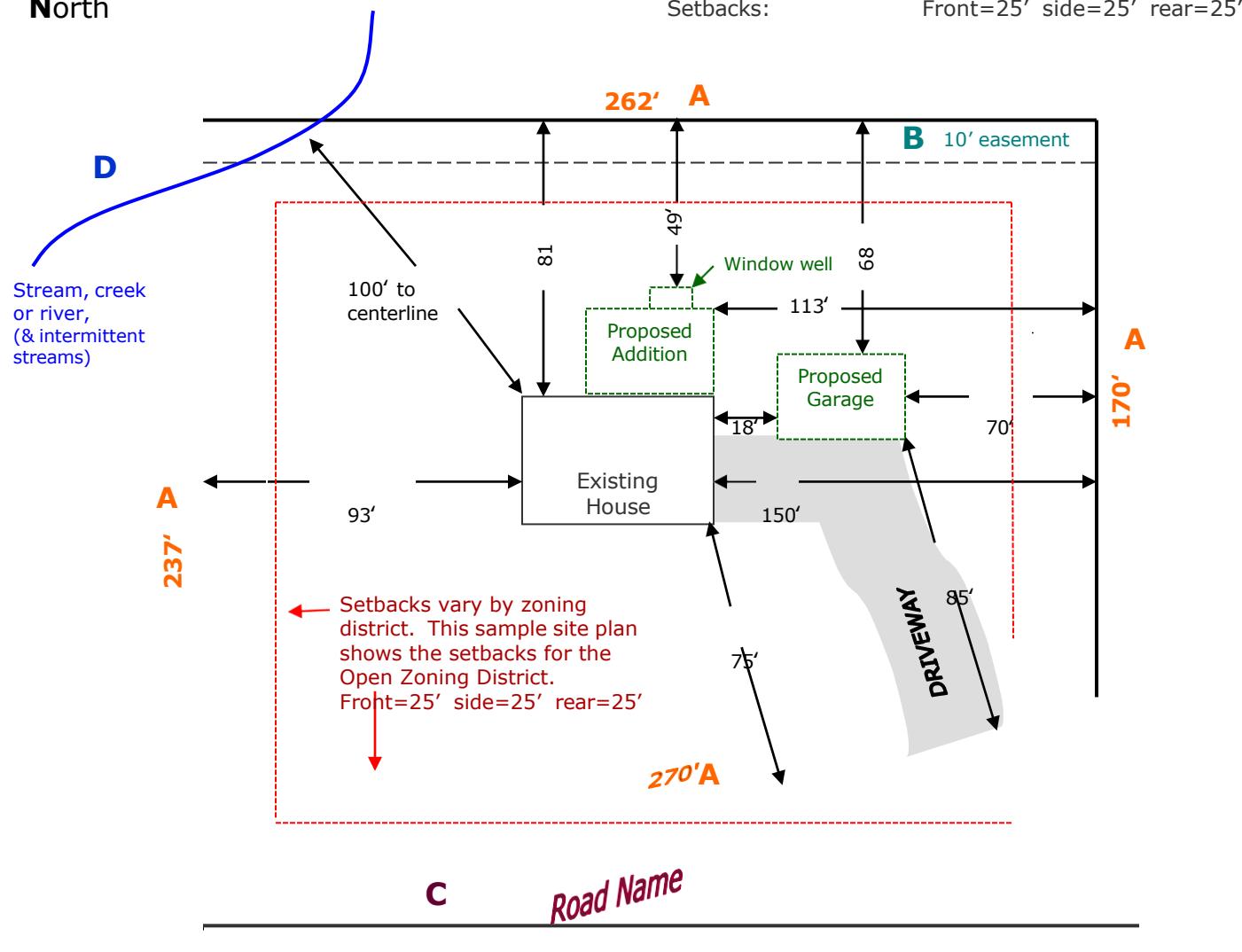
# Sample Site Plan [8½ x 11]

January 2023

✔ Scale  1 in = 50 ft

Job Site Address:     123 Any Street, Fort Collins
✔ Property Owner:     John & Jane Doe
Owner's Phone:        970-555-5555

✔ Parcel No:          97114-13-901
Zoning District:       Open
Setbacks:             Front=25'  side=25'  rear=25'

✔

**N**orth

**D**

Stream, creek
or river,
(& intermittent
streams)

262'  **A**

**B**  10' easement

Window well

49'

81

100' to
centerline

**A**
237'

Proposed
Addition

113'

68

Proposed
Garage

**A**

170'

18'

70'

Existing
House

150'

85'

93'

Setbacks vary by zoning
district.  This sample site plan
shows the setbacks for the
Open Zoning District.
Front=25'  side=25'  rear=25'

75'

DRIVEWAY

270' **A**

**C**  *Road Name*

## CHECKLIST

✔ North Arrow

✔ Site Plan Scale

✔ Property Owner Info

✔ Driveway Access

✔ Parcel No. & Zoning

**A** Property Dimensions
**B** Easements
**C** Roads and Streets
**D** Stream, Creek or River
(& intermittent streams)

Use arrows to show
distance from buildings
to setbacks.

Existing buildings
Use solid lines to
indicate existing
structures

Proposed buildings
Use dotted lines to
indicate ***proposed***
structures

Note:
This sample uses color to clarify
requirements.

Your plan **does not** need to be in
color.