

## **Board of Adjustment Site Plan Review (Non-Residential)**

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**For purposes of assisting with review, the Board of Adjustment requires a *detailed site plan*\* with all applications for a Special Exception and/or Variance of the Zoning Code.**

Following are instructions for submitting a site plan and a list of elements which should be present:

### **FORMAT:**

- One 8 ½" x 11" (minimum) to 11" x 17" (maximum) in size
- Scale drawings to clearly show accurate dimensions
- One digital copy (if available, email to [boa@incog.org](mailto:boa@incog.org) in PDF, TIFF, or JPEG format)

### **SITE PLAN ELEMENTS:**

**Plan View** - Depict all **lot dimensions** including:

- Building (or improvement) footprint, number of floors, and gross floor area of all floors of existing and any proposed building (measured to outside of exterior walls)
  - Include gas pump islands, drive-through lanes and all canopies (if applicable)
- Distance of any building (or improvement) from relevant property lines and distance to the centerline of street
- Minimum building setback line(s)
- Show and label abutting public/private streets to centerline
- Parking:
  - Show location and dimension of all parking areas
  - Provide dimensions of parking aisles and parking stalls (width/length)
  - Show curb cuts and driveways (existing and proposed)
    - including access from abutting properties (if applicable)
- All sidewalks (required along all abutting public streets)
- All existing accessory buildings and structures and their floor area
- Location and size of proposed ground signs
- All trash enclosures
- *Provide North arrow*
- Location and height of any existing or proposed screening fences
- All easements (existing or proposed) by type and dimension

*Site Plan's attached to Variance requests should clearly illustrate all required dimensions along with the proposed dimensions.*

***\*Elevations may be required to illustrate the nature of the request:***

- Elevations must show views of all building walls and include dimensions of all walls, roofline, and any architectural feature(s) that extend above the roofline.

