

SITE PLAN CHECKLIST

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****The Inspections Department has 2 business days to review site plans once submitted****

Creating a site plan is easy! All you have to do is draw your property as if you are looking down on it. Whether you are building a shed or installing a pool, a site plan must be submitted & approved before work can begin. Once the site plan is approved, property owners/contractors are clear to secure a permit. Acceptable forms of payment include cash, check, credit or debit card (No AMX).

Listed below are the items that must be drawn on ALL site plans:

- **Property Lines**
- **Easement(s)**
- **House**
- **Any Existing Accessory Structures (Ex: Shed, Pool, etc.)**
- **Electrical Lines (Overhead or Underground)**
- **Gas Lines**
- **Water Main**
- **Sewer Main**

**** State law requires property owners/contractors to call 811 to mark underground lines before you start digging ****

Carport

Carports cannot be built in or extend over the dedicated easement.

In addition to the checklist above, the following must be included on your site plan:

- Draw the desired location of the carport on the property
- Specify the value of the carport
- Specify the distance from the carport to property lines (*Zoning requires a minimum of 3 ft to side yard setback/property line.*)
- How will it be anchored to the ground? (*Must be anchored in all 4 corners*)
- Zoning requires carports to be built on the side or rear yard, not to extend past the front plane of the house.

Deck

If the walking surface of the deck is greater than 30 inches above the yard/grade and/or it has 4 or more steps from the deck to the yard, then a site plan submission is required.

In addition to the checklist above, the following must be included on your site plan:

- Draw the desired location of deck on house
- Specify the deck's dimensions

- Specify the distance from deck to property lines (*continued on next page...*)
- Additional guardrail & handrail requirements may vary

Fence

A fence can be installed on the property line. Homeowners can fence in an easement as long as they have an 8 ft removable panel or 8 ft gate for utility companies to gain access into the easement when necessary.

In addition to the checklist above, the following must be included on your site plan:

- Notate Height of the Fence
- Notate Fencing Material Used

→ **“Open” Style Fence**

A few types of open style fencing include chain link, split rail, shadow box, picket, etc. Open style fence can be installed in the front yard up to the road right of way (approx. 15 ft from the back of curb)

→ **Privacy Fence**

Privacy fence can be built right up to the front plane of the house. If homeowners wish to extend into the front yard, it must taper down to 3 ft or 4 ft in an 8 ft section (depending on the type of fence).

Garage

Garages cannot be built in or extend over the dedicated easement.

If the garage dimensions are 100 sq ft or larger, then a site plan submission is required. If the garage dimensions are 400 sq ft or larger, a concrete foundation system is required.

In addition to the checklist above, the following must be included on your site plan:

- Draw the desired location of garage on property (Must be at least 3 ft from any other structure, including the overhang)
- Specify the garage dimensions
- Specify how far the garage will be from the house & property lines (*Zoning requires a minimum of 3 ft to side yard setback/property line.*)

Hot Tub

Hot tubs that have the capacity to hold 24 inches of water or more requires a permit. Hot tubs cannot be built in or extend over the dedicated easement.

A licensed electrician may need to secure a permit to extend a circuit for a hot tub.

In addition to the checklist above, the following must be included on your site plan:

- Draw the desired location of hot tub on property
- Specify how far the hot tub will be from the house & property line (*Zoning requires a minimum of 10 ft to side yard setback/property line. Cannot be on or extend over any easements*)

- o Self-closing & self-latching gate is required if no latching cover on hot tub

Above Ground & In Ground Pools

Pools that have the capacity to hold 24 inches of water or more requires a permit. Pools cannot be built in or extend over the dedicated easement.

A licensed electrician may need to secure a permit to extend a circuit for a pool.

In addition to the checklist above, the following must be included on your site plan:

- o Draw the desired location of pool on property
- o Specify the pool dimensions
- o Specify how far the pool will be from the house & property lines (can be no less than 10 ft from side or rear property lines)
- o ANY part of the pool can be no less than 5 ft from U/G service
- o Self-closing & self-latching gate is required if no automatic cover on pool

Shed

If the shed dimensions are 100 sq ft or larger, then a site plan submission is required. If the shed is 400 sq ft or larger, there are additional requirements to be met.

Sheds cannot be built in or extend over the dedicated easement. If the shed has a roof overhang, the shed must be placed accordingly so the roof doesn't extend over into the easement.

In addition to the checklist above, the following must be included on your site plan:

- o Draw the desired location of shed on property (Must be at least 3 ft from any other structure, including the overhang)
- o Specify the shed's dimensions
- o Specify how far the shed will be from the house & property lines (*Must 3' off the side yard setback/property line*)
- o How will it be anchored to the ground? (*Must be anchored in at least 2 corners, 2' into the earth & on opposite sides/corners*)

****The Site Plan Checklist is only meant as a reference for property owners/contractors to use when constructing a site plan. This form does not, in anyway, replace the actual Haysville City Code or any additional construction standards that may be required. ****