

Please fill in and draw the following information on the Site Plan Worksheet above so that it is neat and legible. Site plans may also be drawn using a software drawing program, but must have all of the same accurate information, drawings and dimensions: For a site plan example, visit: <http://cityofozawkie.files.wordpress.com/2013/07/sample-residential-site-plan.pdf>

- Name of property owner, current address, and contact information.
- Lot and Block Number(s): Add legal description of the lot(s) for the building site.
- Complete Accurate Site Plan Drawings with Dimensions: (Please Note: All Site Plan drawings must be drawn accurately to the position of the north arrow with all dimensions indicated in feet and decimals of a foot. For example, 12.5' instead of 12' 6". Contact the City Clerk for lot dimensions and set up for property pin locations.
 - Indicate Location of Frontage Street (and Side Street if present).
 - Lot Property Lines and Dimensions: Must show directional bearings and distances, streets, and location with reference to identifiable street intersections (**see note below).
 - Erosion and Sediment Plan and Water Runoff: Please indicate direction of the lot slop(s) for water runoff using directional arrows. Include erosion and sediment control placement.
 - Public and Private Rights-of-Ways and Easement Lines: Must be located on or adjacent to the subject property.
 - Footprint Drawings: Must include both existing and proposed buildings on site, showing all dimensions of buildings and distances from property lines, streets and easements.
 - Driveway and Access Improvements Drawing with Dimensions: Draw all dimensions of driveways, sidewalks, etc. and indicate materials to be used.
 - Utility Service Drawings: Clearly mark **all** existing and proposed water, gas, electric, telephone, cable, sanitary sewer, storm drainage and their easements.
 - Drawing of External Utility Accessory: Locations of any external utility accessory (i.e. air conditioner condenser, water, gas & electric meter, etc.)
 - Drawings of All Existing and Proposed Utility Lines: Contact the Ozawkie City Clerk during regular office hours to view utility location information or contact Kansas One Call by dialing **811** or visit the website at: <http://www.kansasonecall.com> to have the utility lines marked accurately.

The site plan must be submitted along with the building permit application. Afterward, Planning & Zoning will review all site plans during the next regular meeting to ensure all required ordinances are met prior to being submitted to the City Council for the final building permit approval.