

# How to Create a Residential Site Plan

**Site Plan:** A drawing of a property to Engineer's Scale (see attached example) showing lot lines, existing and proposed uses and structures with precise size, shape and location of all structures, parking areas, driveways, walkways, patios and Grand trees.

## 1 Use an Engineer's Scale

- Draw (either by hand or computer) in **Engineer's Scale**, making sure to note the numeric scale used on the plan (For example: 1 inch equals 10 feet [1"=10'], in 10 foot increments up to 60 feet).

## 2 Draw Property Lines

- Label all dimensions in **feet**.

A plat of the property or neighborhood may help you in determining the dimensions of the parcel. This can be obtained from the Register Mesne Conveyance (RMC) office located at 101 Meeting Street, Charleston or online at [www2.charlestoncounty.org/](http://www2.charlestoncounty.org/)



If you cannot locate a recent property survey, find the property pins (usually at corners of a parcel) and measure from pin to pin to get lot dimensions.

## 3 Draw all Buildings or Structures on the Plan

- Show existing structures as a solid line and all proposed additions as a dashed line.
- Show the **precise** footprint of all existing and proposed structures including, but not limited to steps, decks, porches, fences, bay windows and HVAC platforms.

## 4 Draw Driveway and Parking on the Plan

- Show all parking areas, driveways, walkways and patios (in their precise locations) in relation to your property lines and with their accurate footprint. Show proposed paved areas with a dashed line.

## 5 Locate Grand Trees

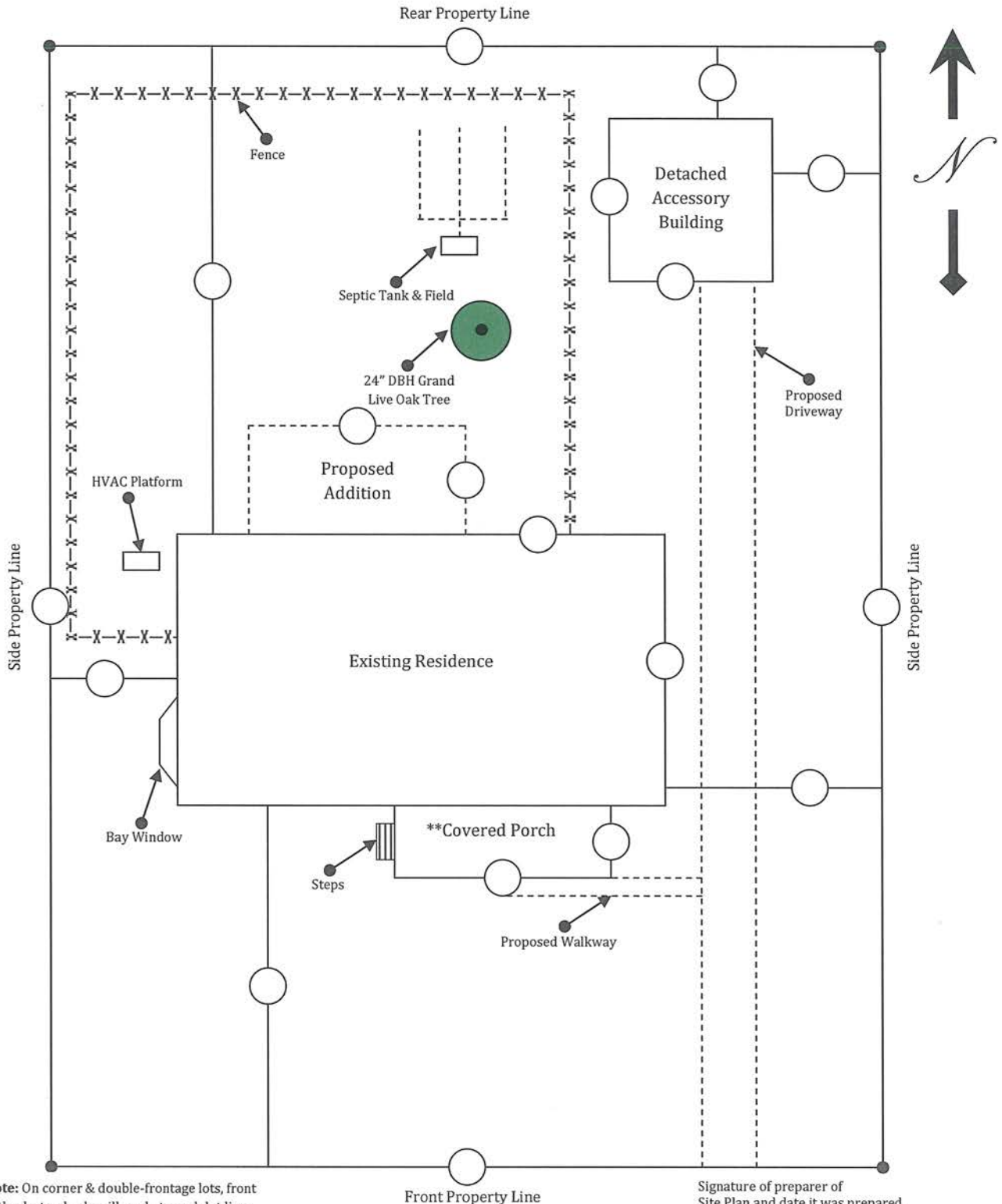
**Grand Trees: 24" Diameter Breast Height (DBH) or greater (except pine trees). Diameter is measured at the trunk(s) 4½ feet above grade.**

- Use a dot to indicate the precise location of the center of the tree, label the diameter and species.

## 6 Other Items that must be on the Plan

- Parcel Identification Number (PID or TMS # - 10 digit # on tax bill), Address, Property Owner, Street Names, Name of Subdivision/Neighborhood, North Arrow, septic tanks/fields, required setbacks, max. building cover, lot area and preparer of the plan should sign and date the document.
- If applicable; drainage, utility or other easements; wetlands/SCDHEC-OCRM Critical Line signature/setbacks/buffers.
- Remember when applying for Permits to bring: 3 Copies of the Site Plan & 2 Sets of Construction Plans;**
- Restrictive Covenants Affidavit & Tree Affidavit;**
- Storm Water/Land Disturbance;**
- Septic Tank Permit from SCDHEC & Notice of Intent (NOI) Letter from SCDHEC for Wells; or**
- If public Water & Sewer is available provide documentation of Water & Sewer connections.**

# Sample Site Plan




**Note:** On corner & double-frontage lots, front setback standards will apply to each lot line that borders a street. The remaining lot lines will be subject to side setback standards. There is no rear lot line.

**Address, PID # & Property Owner**

Signature of preparer of Site Plan and date it was prepared.  
John Doe, August 17, 2011

Note the numeric Engineers' scale used on the plan.  
For example: 1"=20'

*\*On the site plan you create, show distances in feet where circles  are shown on the Sample Site Plan above.*

*\*\*Label covered/uncovered decks/porches and existing and proposed structures.*