

SITE PLAN GUIDELINES

What is a Site Plan, and why is it important?

A **Site Plan** is a drawing which accurately depicts how your house will be situated on your property, and specifies where important features will be located.

The **building department**, where you will submit your plans, will require that you provide a site plan, compliant with specific **codes** and **regulations**. Each jurisdiction has their own requirements, and knowing exactly what to provide, and how to format the information, can be a daunting task for all but the most experienced home builders. (Fig. 1)

For **AMDA** house plans submitted into jurisdictions in **Oregon** and **Washington**, our staff can assist you in this process by providing the Site Plan drawing. We have an excellent track record in providing highly **accurate**, **consistent**, **complete**, and **readable site plans**. Let our staff bring *the experience of ease and excellence* to your next project.

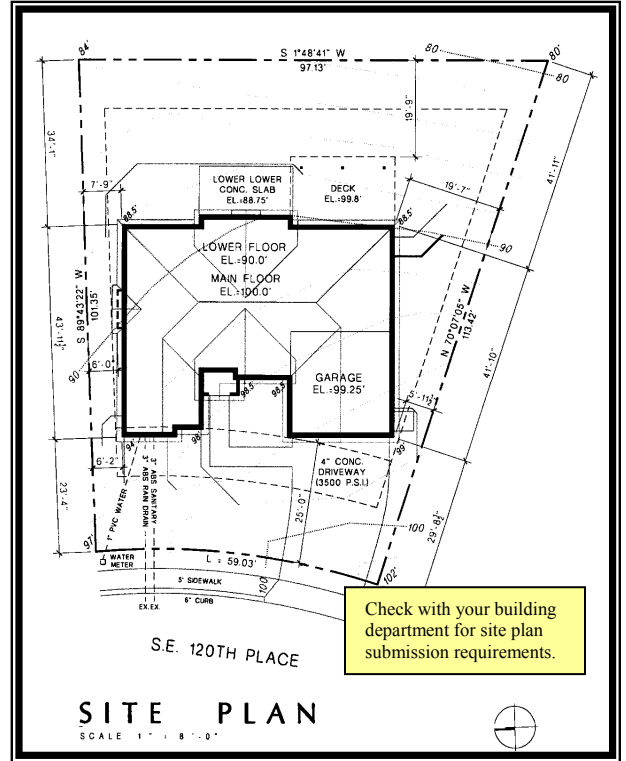


Fig. 1 - Example Site Plan

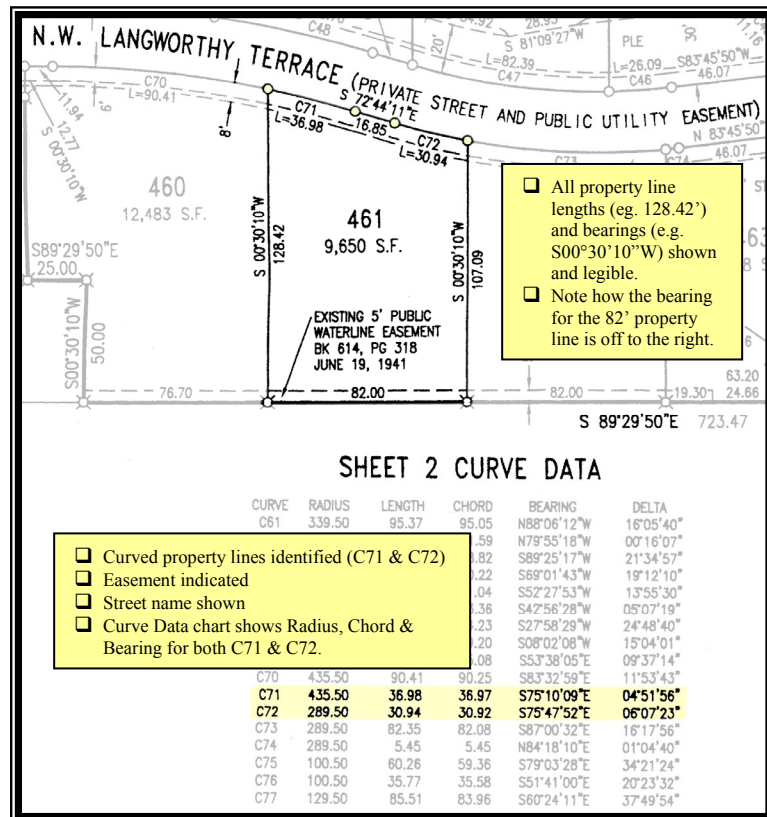


Fig. 2 - Plat map with property dimensions and curve data

What we need from you...

To produce an accurate site plan, we **require** certain information be provided by you.

- 1) A **plat map**, including **curve data** (Fig. 2)
- 2) **Subdivision** information (Fig. 3)
- 3) **Topographic survey** (Fig. 4), or topographic/elevation data in an alternate acceptable format (see **Topo-Data** handout)

Please keep the following in mind when providing this information to us:

- Please make sure the print is **legible**-- especially important when faxing. You may need to hand write some information in larger text, so it will transmit legibly.
- Don't crop out important information.
- **Write your name** on each sheet you provide.
- Call us if you have any questions.

When do we need this information?

The best time to bring us this information is at the **first meeting**, when we discuss which plans would be best suited to your property or plan modification requirements.

We make a preliminary evaluation of the site to verify that a design will fit the property, and meet zoning, code, and related requirements. By carefully **planning ahead**, costly mistakes can be avoided during the permit & construction stages of your project.

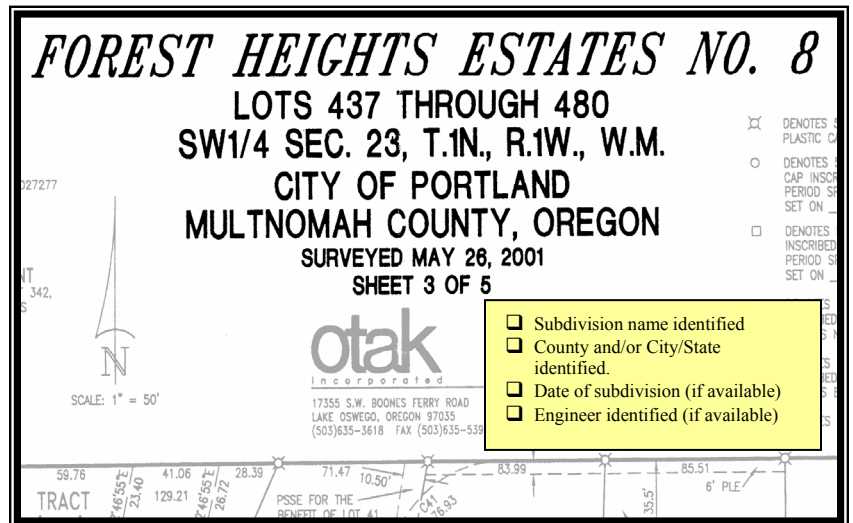


Fig. 3 - Subdivision information, as shown on the plat map

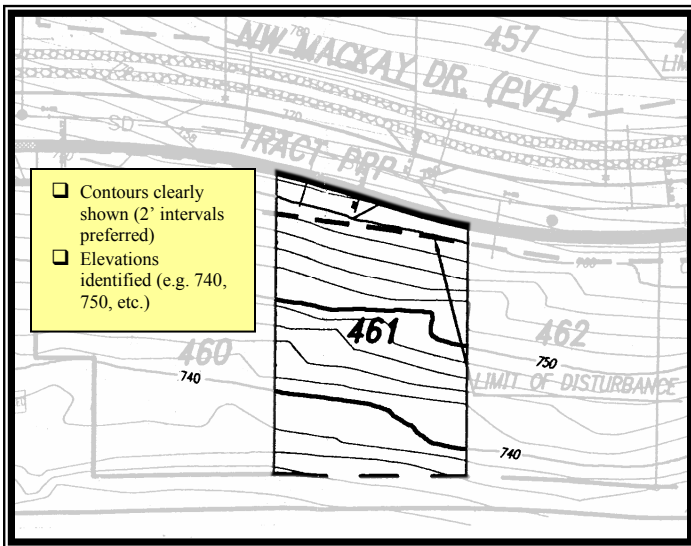


Fig. 4 - Topographical survey showing elevations

How and where is this information collected?

The documents, commonly received at the purchase of a property, are typically insufficient for developing a site plan, so check with the **planning/zoning or building departments** where you will be building, for these items. Also, check for neighborhood or subdivision design restrictions and covenants that might apply.

A **Site Information Worksheet** is available from AMDA, to assure that the necessary information is gathered, before we proceed. A **general** and "**City of Portland** -specific" version of this worksheet are available.

What if a topographical survey of my property is not available?

While we would prefer to work from topography, provided by a registered surveyor, it is also possible to work from data collected by an experienced builder or homeowner. We provide a handout showing two examples of how you can provide accurate topographic information to us.

Example 1, on the **Topo-Data** handout, superimposes a 20 foot square grid over the property plat drawing. Using an accurate surveyor's level, elevations can be recorded at each grid point, and provided on a sketch. Our staff can work from this data to sketch approximate topographic contours.

Example 2 assumes that the location of the house is already determined (often the case with small or narrow properties). Here, the house is diagramed on the site, and elevations are determined at all building corners and property corners. Our staff can then transfer the information onto the site plan.

Following these guidelines will minimize the potential for delays or costly mistakes in your project. We hope you find this information helpful, and look forward to assisting you to complete your site plan.