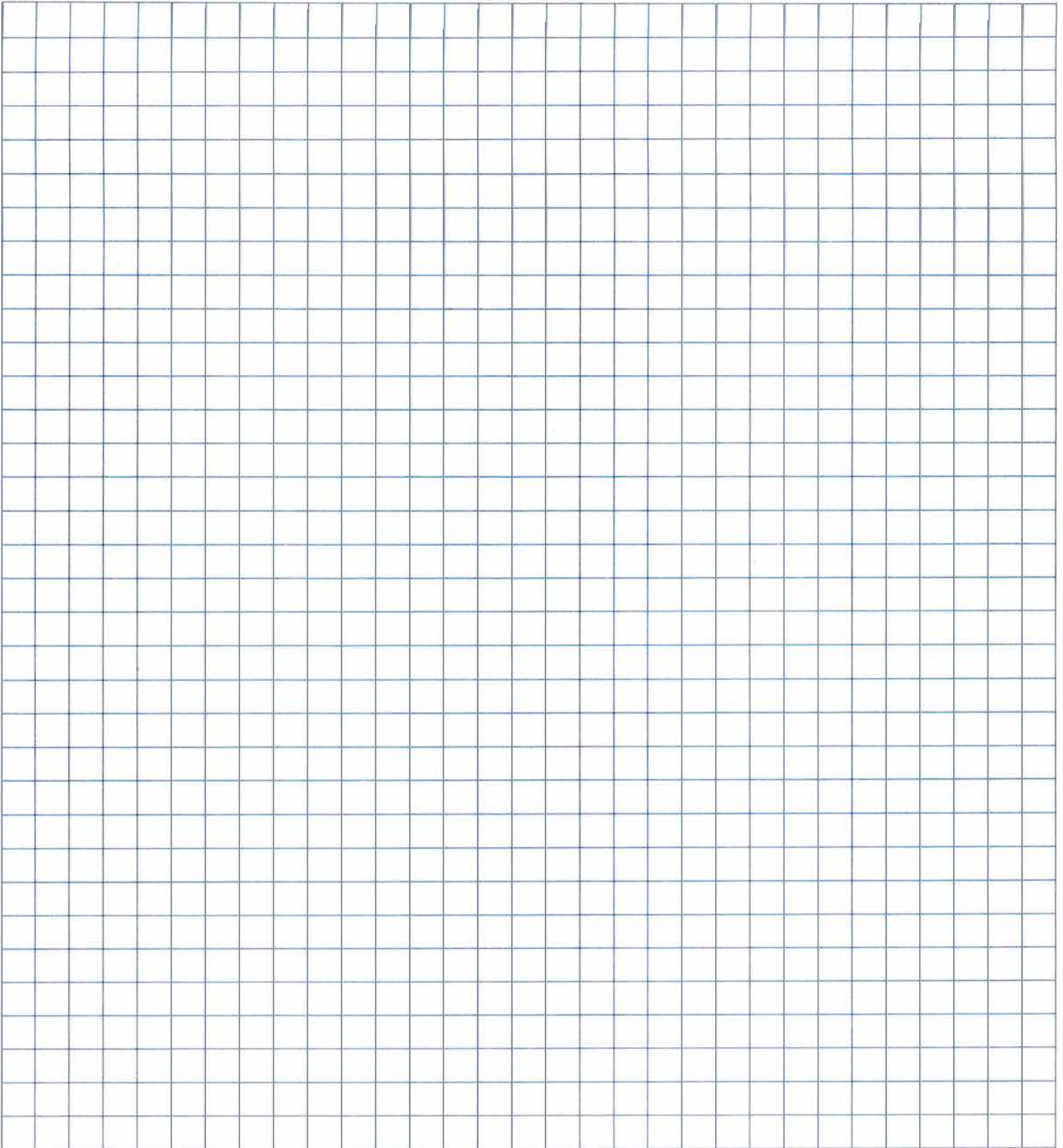


SITE PLAN

PERMIT# _____



I/We certify that the proposed construction will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval.
I/We certify that the proposed construction, alteration and/or repair will conform to the local planning and zoning requirements that will be in effect on the date of the granting of the building permit.

Owner Name _____ Site Address _____

Signature _____ Date _____

Title 5, Chapter 10, Section 2B Site Plan:

1. All applications for building permits shall be accompanied by a site plan.
2. The following types of permits require a site plan that is delineated in subsection B3 of this section. Other permits or applications such as primary commercial buildings, special use permits and variances may require additional information as requested by the city.
 - a. Commercial alterations and additions;
 - b. Change of use not affecting the intensity or change of location of a commercial or industrial parking lot, truck loading or vehicle access;
 - c. Residential primary structures, additions and alterations and detached accessory structures without new vehicular access.
 - d. All other projects shall be subject to project review per chapter 3 of this title.
3. The following site plan drawing is required and may be obtained either on forms provided by the city or by a set of scaled drawings provided by the applicant. The scale of the drawing shall be at a minimum one inch equals ten feet (1" = 10') to a maximum scale of one inch equals fifty feet (1" = 50') and contain the following:
 - a. **Address of project.**
 - b. **Owner's name.**
 - c. **Legal description of the property, including any easements and project numbers of short plats or lot boundary adjustments.**
 - d. **Kootenai County assessor's parcel number (property tax account number).**
 - e. **Kootenai County recording instrument number for any easements or other pertinent legal features.**
 - f. **North arrow.**
 - g. **Property lines, dimensions and bearings.**
 - h. **Identification and right of way (ROW) and roadway widths of adjacent streets (by name), alleys or other adjacent public property.**
 - i. **Curbs and sidewalks if applicable: type, location, dimensions.**
 - j. **Street and alley improvement type (asphalt, concrete, gravel, etc.).**
 - k. **Location of the primary entrance to each building.**
 - l. **If existing or proposed building structures (e.g.: building overhangs, chimneys, gutters, underground parking, etc.) extend into, over or under the ROW, a utility easement, or known utility for which there is no easement, the dimensions of these structures and their locations must be provided.**
 - m. **Location and dimensions of all driveways, parking areas, and other paved areas (existing & proposed).**
 - n. **General location, size and shape of any structures presently on the site and of those proposed for construction; including buildings, retaining walls, patios, decks, porches, driveways, pools, spas and other water features, septic tank and drainfield locations (existing and proposed).**
 - o. **Dimensions showing front, side and rear distances from structures to property lines, distances between structures, porches and decks (existing and proposed).**
4. The following supplemental information is required:
 - a. In narrative form, identification of exactly what work is to be done, including the changes that are proposed to the physical features of the site or existing structures. (**Clearly distinguish between existing and proposed features on the site plan drawing.**) Statements such as "existing wall to remain" are acceptable call outs for the site plan. Clearly indicate by citation or notation the explanation with of work to be done with the site plan drawing.
 - b. Signature of preparer and relationship to owner and a certification stating that this is a true and accurate representation of the site and that the preparer takes responsibility for the accuracy of the information.
 - c. If not prepared by the property owner, a notarized authorization by the property owner that the preparer can act on behalf of the property owner.
5. A record of all such applications, site plans and supplemental information shall be kept in the office of the city clerk.