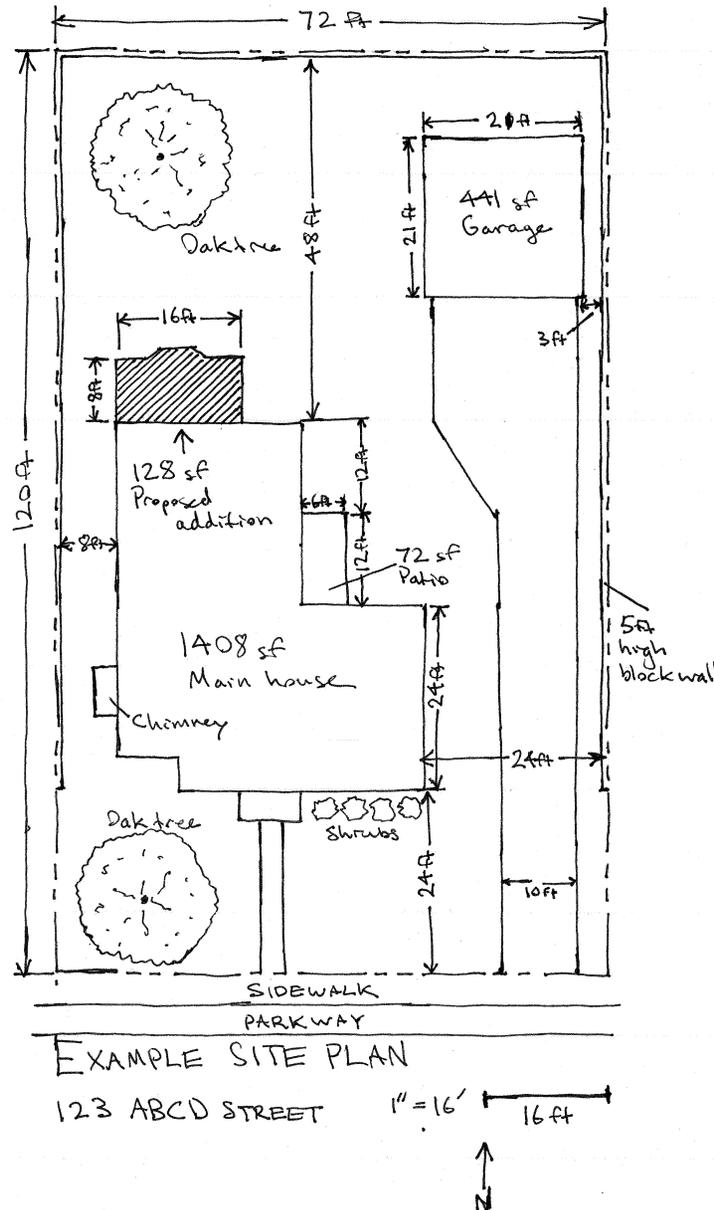


Simple Homeowner's Site Plan

A Homeowner's Guide to Site Plan Preparation for Small Projects



A Site Plan must include the following (existing and proposed):

- Property lines and property dimensions.
- Scale and scale bar.
- Dimensions and square footage of all buildings and structures including the main house, garage, second or senior units, porches, decks, patios and sheds.
- Dimensions of all parking areas and driveways.
- Fences and walls, with height and materials labeled.
- Roof overhangs, bay windows, chimneys.
- Trees and landscaping.

We encourage everyone to purchase products and services in San Gabriel to promote our city's economic prosperity through sales taxes and jobs. For a list of San Gabriel businesses by type, visit the **Shop Local** link on the Economic Development Division home page of the city's webpage at <http://www.sangabrielcity.com> or e-mail rscherr@sgch.org

City of San Gabriel



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What is a Site Plan?

A Site Plan is a scale drawing of your property that shows the size and configuration of your property and the size and precise location of man-made features (buildings, driveways, sidewalks, utility lines, walls, or fences) on the property. Site Plans show both what currently exists and what changes you want to make. **This brochure serves as a guide for creating a preliminary, “conversation-starter” site plan to bring to the Community Development counter.**

When do you need to prepare a Site Plan?

You will need to prepare a Site Plan for most applications that change how the property will be used or for building something on the property. For example, site plans are required when you apply for:

- Building Permits to build an addition, new structure, alter the roofline or do other exterior remodeling.
- New or replacement walls or fences.
- A variance to Zoning Code requirements such as setbacks or lot coverage.
- Driveway permit where there is an existing sidewalk or curb.

How do I prepare a Site Plan?

1. Determine the property boundaries. The dimensions of your parcel can be found on the Los Angeles County Assessor’s Office at:

<http://maps.assessor.lacounty.gov/mapping/viewer.asp>

Once there, follow these steps:
 - A. Enter your property’s address.
 - B. If there are multiple search results, click the one that matches your property (City, zip code).
 - C. You will be taken to a page that shows property information and a map of surrounding parcels.
 - D. Click the “Click Here to View Assessor’s Map” button.
 - E. The last three digits of your Assessor’s ID Number will correspond to your lot on the Assessor’s Map.
 - F. The Assessor’s Map shows the width and depth of your lot. Multiply these to get your lot size.
2. Determine the location and dimensions of all structures and other physical features to be shown on the Site Plan.
 - A. Using a tape measure, measure the size (not including height) of all buildings on your property as well as other important

man-made structures (carport, garden shed, driveways, decks, walls, fences, etc).

3. Draw the site plan to scale to ensure proportionality and accuracy.
 - A. Use graphing paper as it makes drawing right angles much easier.
 - B. Common scales include 1/8” = 1’ or 1” = 5’. Whatever scale you choose, make sure the site plan covers the majority of the paper you are drawing on.
 - C. An 8.5” x 11” drawing is acceptable for preliminary over the counter discussion. In later stages, you will need to submit a 24” x 36” Site Plan.
4. Check the drawings and make copies. At least two copies are usually required. Check with the Planning Division for requirements.
5. **For room additions or other larger projects, we may require a professional site plan.**

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