

For the purposes of issuing a building permit, a **site plan** is required in every instance according to the following guidelines.

Single-Family and Two-Family Residences Site Plan Requirements:

Site plans may either be drawn to scale by the applicant or an architect/engineer acting on behalf of the applicant and shall be on paper no less than eight and one-half (8 1/2) inches by eleven (11) inches and shall contain the information listed below. Two copies of the site plan are required to be submitted along with a completed building permit application and the construction documents.

- Existing structures (placement on lot and dimensions)
- Proposed structures (placement on lot and dimensions)
- Adjacent street (s)
- Lot dimensions
- Location of driveways, sidewalks, and utility easements
- Front, rear, and side setbacks
- Which direction is north
- Note on plans, boundaries of 100-year Regulatory Floodplain and Floodway
- The scale to which the site plan is drawn
- Subdivision, lot number, and address

Multi-Family Residences, Commercial & Industrial Projects Site Plan Requirements:

Site plans are required to be prepared by a registered, professional engineer or land surveyor, licensed in the State of Missouri and shall be made with an engineer's scale, drawn to a scale commonly used for such plans, and shall contain the information listed below. Two copies of the site plan are required to be submitted along with a completed building permit application and the construction documents.

- Include name, and address of project and the preparer.
- Include date of issue, north arrow, and scale.
- Legal description of the property.
- Show property lines, lot dimensions, and setback dimensions.
- Show adjacent land uses.
- Show dimensions of buildings and distances to other buildings, improvements, property lines, driveways, and proposed parking.
- Location of the public right-of-ways adjacent to the property.
- Location of all easements on the property.
- Note on plans, boundaries of 100-year Regulatory Floodplain and Floodway.
- Identify site utilities.
- Layout and design of the parking areas, including spaces for the disabled, required screening, loading areas and pavement construction details.
- Parking area lighting standards, location, and screening.
- Landscaping plan complying with the requirements of the Zoning Ordinance.
- Storm drainage: site grading, storm discharge and detention.
- Drive entrances from city streets and state right-of-way (show adjacent drives).
- Sidewalks as required by ordinance.
- Show dumpster enclosure(s) location, type, and screening.
- Show location and details of any proposed signs, free-standing, ground-mounted, or otherwise.
- Show location of any proposed fences/walls, decorative, security or otherwise.
- Location of nearest fire hydrant and fire flow calculations.

- Fire lanes (minimum 20 ft wide all weather surface) to reach within 150 ft. of building.

Sign Site Plan Requirements:

Site plan are required to be submitted with the sign permit application. The site plan must be drawn to scale showing the location of the sign on the property. Also, shop drawings of the sign must show the foundation and electrical detail.

For Additional Information, Please Contact:

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