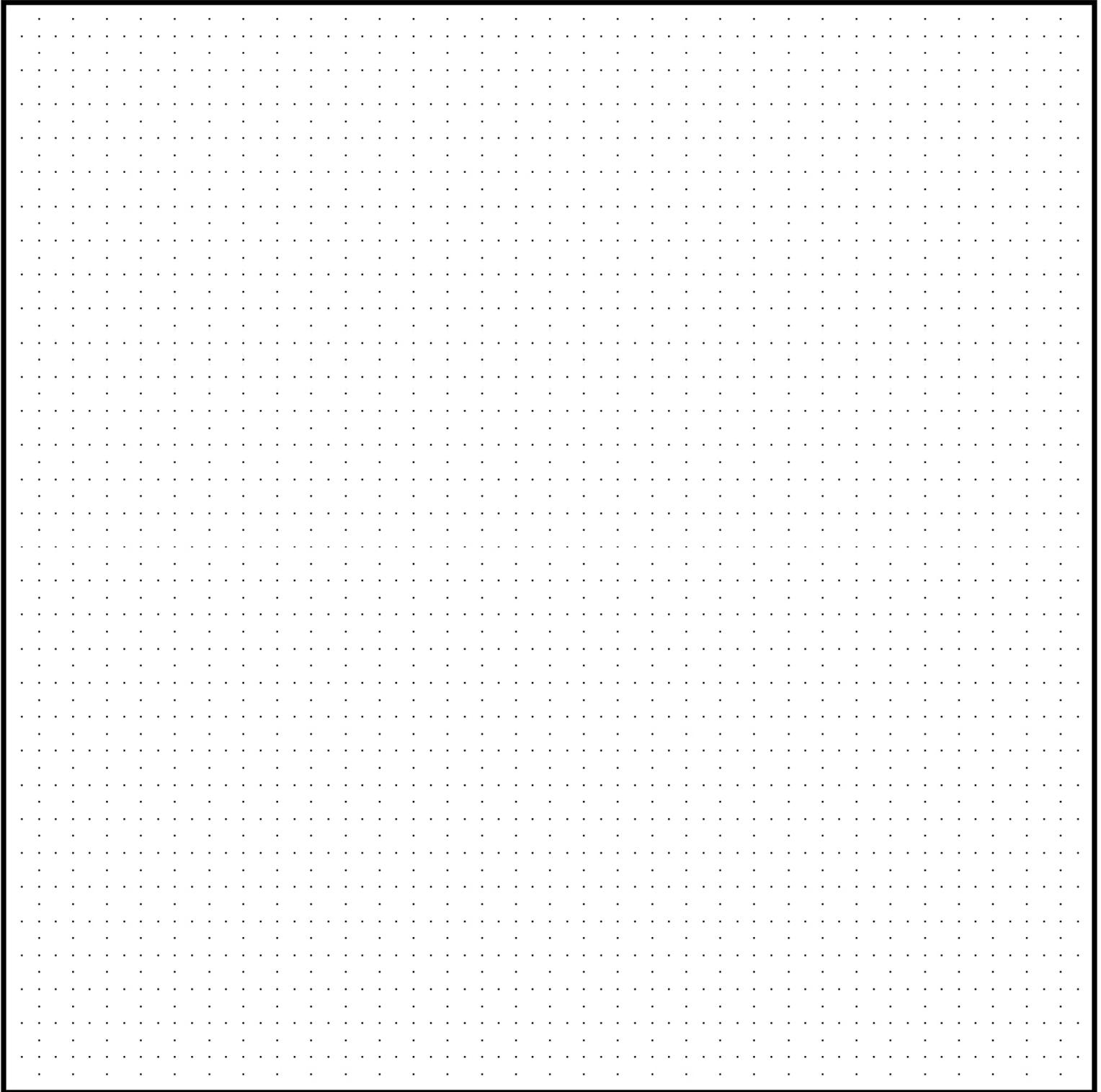
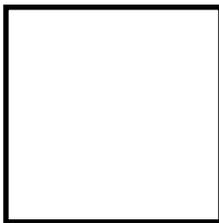


**SITE PLAN FORM**  
**CITY OF KLAMATH FALLS PLANNING DEPARTMENT**

A site plan is required for several land use applications. This form is provided for this purpose, although site plans are not restricted to this form. Please review the reverse side of this form for site plan requirements. Property owners are responsible for accurately locating property lines. The City strongly recommends hiring a licensed surveyor, prior to building, to locate property lines. *Revised April 2004.*



Please draw  
an arrow in  
box at right  
to indicate  
NORTH.



Applicant Name(s): \_\_\_\_\_  
Site Address (if known): \_\_\_\_\_  
Map & Tax Lot Number(s): \_\_\_\_\_  
Scale: 1" (4 squares) = 20' (1 square = 5') or: \_\_\_\_\_  
Date: \_\_\_\_\_  Check box if this plan is a revision of an earlier version

## Site Plan Checklist

**Note:** the following are basic things that need to be shown on a site plan. Depending on the circumstances of your proposal, additional attributes may be required. You are advised to check with the City Planning Department to see what is expected of your site plan. This form may not be large enough to provide ample detail for complex proposals, such as major commercial or industrial developments.

- Fill out all information below the drawing field (grid).
  - Name(s) of applicant(s).
  - Site address. If one has not yet been assigned for this site you may leave this blank.
  - Current Map & Tax Lot Number(s) according to the County Assessor.
  - Scale. The default scale is 1 inch (or four “squares”) is equal to 20 feet. The scale is flexible depending on the circumstances of your proposal. A different scale may be used as long as it is identified in the space provided. **The site plan needs to be drawn to the scale indicated.**
  - Date of the site plan. Each revised site plan needs to also have a revised date. If the map is a revision of an earlier version, please check the appropriate box.
  - Draw an arrow in the box provided that indicates **true north**.
- Exterior property boundaries/dimensions shall be shown.
- All existing and proposed structures shall be shown and indicated as such. Dimensions and type (e.g. house, shed, garage, shop, etc.) of all structures shall be shown as well.
- Distances between all existing and proposed structures and between all structures and all property lines shall be indicated.
- Total square footage of each proposed and existing structure shall be indicated. The square footage of existing structures and any additions to them shall be noted separately.
- Height of proposed and existing structures shall be noted.
- Total square footage of lot(s) shall be noted.
- Location, dimensions and surface type (e.g. gravel, dirt, asphalt or concrete) of proposed and existing driveways shall be shown.
- Location, name and surface types (e.g. gravel, dirt, asphalt or concrete) of adjacent streets and alleys shall be shown.
- Location, type (e.g. water, sewer, access, open-space, etc.) and dimensions of all easements shall be shown.
- Location, dimensions and surface types (e.g. asphalt or concrete) of all off street parking spaces shall be shown.
- Location and dimensions of proposed landscaping shall be shown. A separate landscape plan may be required.