



Community and Economic Development Planning Division

- 200 W. 4th Street
- Suite 3100
- Madera, CA 93637
- (559) 675-7821
- FAX (559) 675-6573
- mc_planning@maderacounty.com

Minimum Site Plan Submittal Requirements

The requirements listed below enable the Planning Department, and other commenting agencies, to review your proposal and determine if it is in compliance with County ordinances, codes, and regulations. Complete information must be provided in order to prevent unnecessary delays in the processing of your permit. Improper or incomplete site plans cannot be accepted.

Minimum requirements for residential plot plans, variances and zoning permits. This also applies to rezonings and general plan amendments without a specific development proposal (See Attachment).

1. The site plan must be drawn utilizing a straightedge.
2. The site plan is to be drawn so that north is orientated to the top of the page. The plan must include a north arrow.
3. The entire parcel relating to the application must be shown. If the application or permit involves only a portion of the parcel, a key or vicinity map shall be included showing the entire parcel.
4. One copy of the site plan completed in ink or black-line print format on a 11" x 17" sheet of paper must be provided.
5. The site plan shall include the following information:
 - a. All dimensions of the property boundaries.
 - b. All existing and proposed structures with the use and status (i.e. existing, proposed, etc.) clearly labeled on the structure.
 - c. The distance of all buildings and structures from the site's property lines (to eave edge overhang or closest point on the building).
 - d. The dimensions and square footage of buildings and structures.
 - e. The distance between adjacent buildings and on-site structures
 - f. The location and names of adjacent streets and roads.
 - g. Existing wells and private sewage disposal systems.
 - h. Property access points and driveways.
 - i. All easements.
 - j. Type of paving.
 - h. Indicate the orientation (facing) of the building and locate the front door.
 - l. Building site topography. Existing and proposed. (If grading will exceed 50 cubic yards.)

