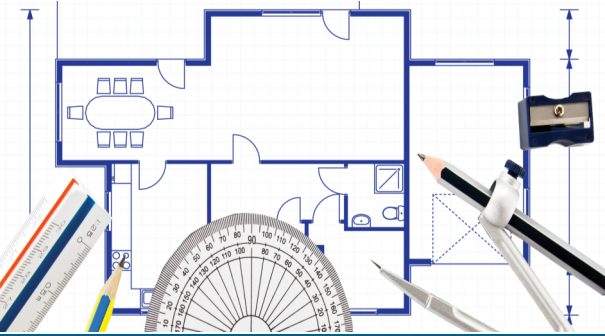


## What is a Site Plan?

Site Plans are drawings that are an overhead “birds-eye” view of the site, also referred to as a ‘Plan View’. The purpose of a Site Plan is to show the layout and features of a site.

Site Plans are expected to be of professional quality. However, while not everyone is technically savvy or possesses artistic skills, many projects — such as decks and garages — wouldn’t require investing in drawings done by professional draftspersons, architects, or engineers. For new construction, it is recommended to hire professionals to draft your plans.



### The Do-It-Yourself Option

This brochure provides the basics of drafting principles to help individuals meet the minimum Land Use Bylaw requirements for site plans.

Don’t be overwhelmed by the idea of having to draft plans yourself. A basic Site Plan is really quite easy! As long as a Site Plan is neat, legible, and accurate, it will be acceptable.

#### Tools of the Trade

##### Do use:

- ✓ plain white or graph paper
- ✓ ruler and/or scale
- ✓ pens and/or markers
- ✓ calculator

##### Don’t use:

- ✗ scrap sheets or ruled paper
- ✗ freehand
- ✗ pencil

*If you are still struggling with certain aspects of your site plan, don’t worry – we can help!*

## CONTACT US

If you have any questions or for more information contact:

### Planning & Economic Development

St. Germain Place  
10125 – 100 Avenue  
Morinville, Alberta T8R 1L6

Phone 780.939.4361

Fax 780.939.5633

### Hours

8 a.m. to 4:30 p.m., Monday to Friday  
Closed on statutory holidays

*This brochure is for information purposes only and may be periodically updated. The contents do not necessarily reflect the legal documents and cannot be used as an official interpretation of the official bylaws, regulations and statutory plans in effect.*

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PLANNING & ECONOMIC DEVELOPMENT

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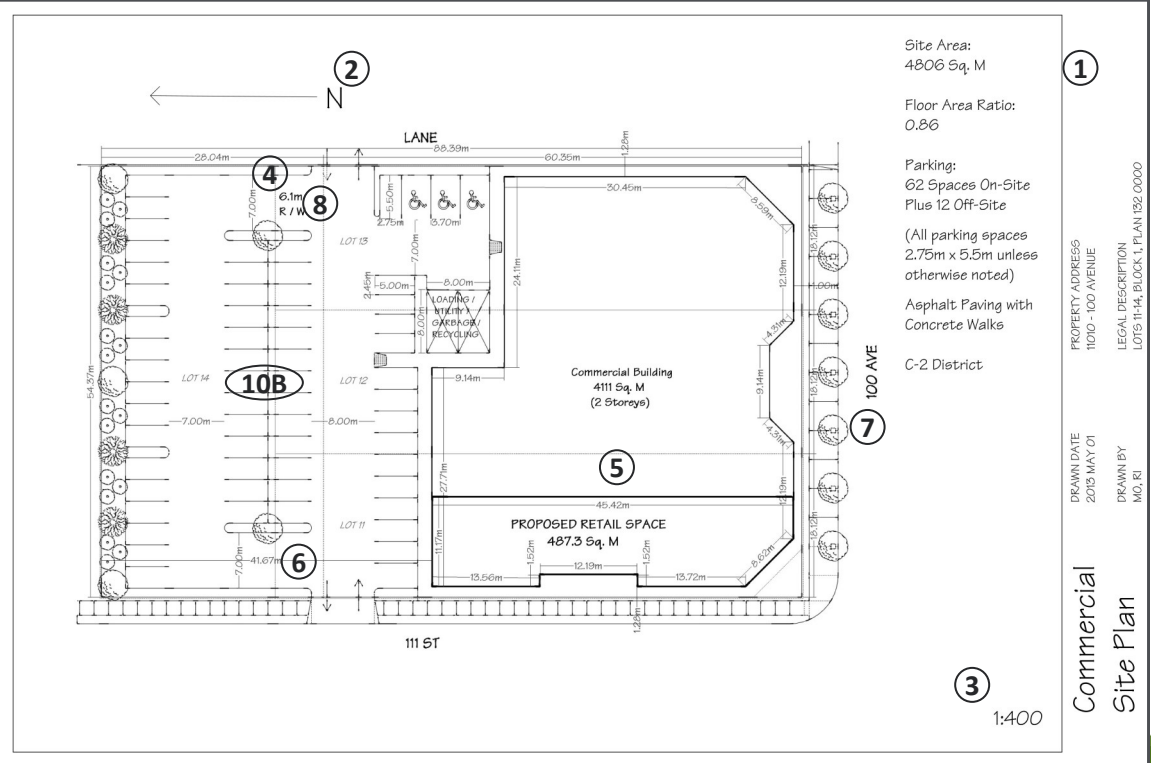
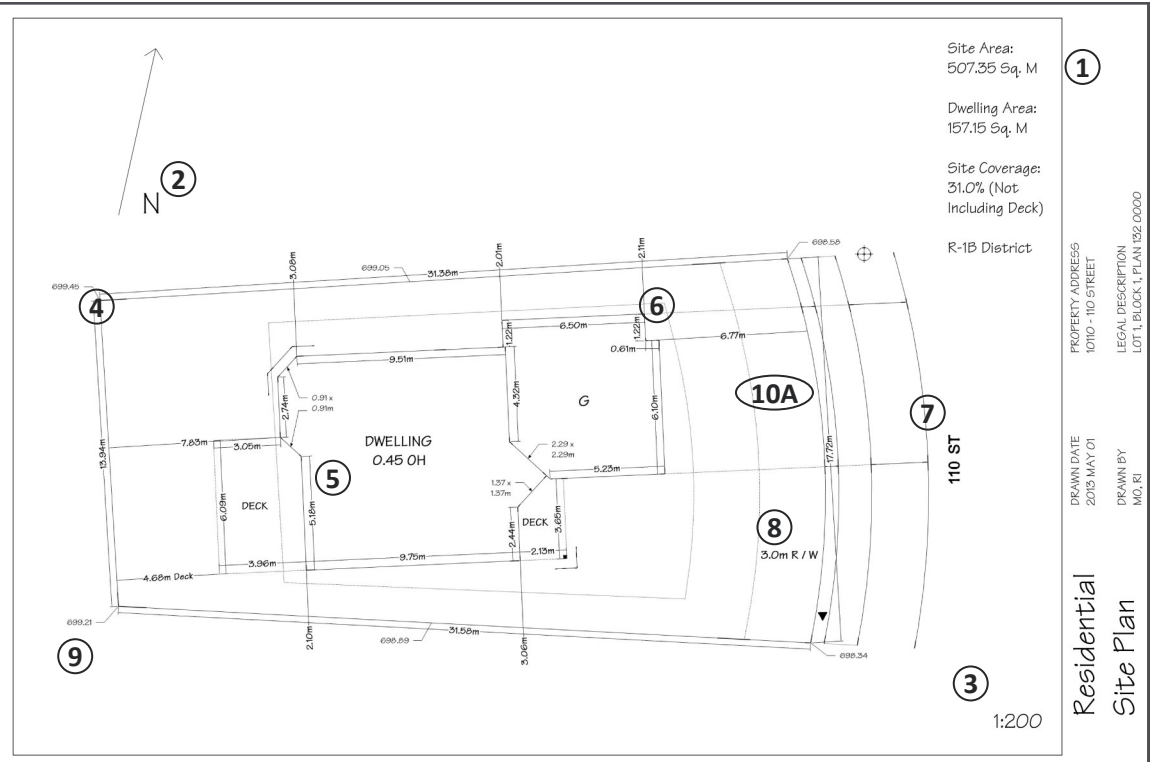


# PREPARING A SITE PLAN?

Contents of site plans may vary depending on the type of project you are proposing. The Development Officer would be happy to help you identify the required items needed that are specific to your site plan.

**A typical Site Plan should show:**

- ① Title Box, including property address, legal description, and other descriptive information
- ② North Arrow
- ③ Scale of Plan (see 'About Dimensions and Scaling' below)
- ④ Property Lines (including any lot lines making up the site)
- ⑤ Existing and Proposed Buildings
- ⑥ Setbacks from Property Lines
- ⑦ Location and Name of nearby Roads and Lanes, including sidewalks, street fixtures (utility poles, fire hydrants, trees, etc.), and curbs
- ⑧ Location of Easements, Right-of-Ways, and Utility lines
- ⑨ Proposed Lot Grading elevations (for new construction)
- ⑩A Driveway and Access from Road; **OR**
- ⑩B Parking Lots including drive aisles, parking spaces, and loading zones; entrances and exits to and from the site; surface materials; lighting, signage, curbs, landscaping, and garbage/recycling bins; and pedestrian and vehicle traffic circulation patterns



**About Dimensions and Scaling...**

- **Dimensioning** means simply showing the length of a line on the drawing, which can be done consistently in either imperial or metric.
- **Scaling** means to accurately draw a building sized to fit a sheet of paper. One example of the Architect's Scale is represented as ¼" = 1'-0", meaning that a quarter-inch on paper equals one foot in the real world. An example of the Metric Scale is 1:100, meaning one unit on paper is 100 times larger in the real world.

If you possess a Real Property Report for your property, it is suggested that you make a copy to work off of to prepare your site plan. You may contact Planning & Economic Development to see if a Real Property Report or other form of survey has been retained in the property file.