



# Pittsburgh Department of City Planning

## SITE PLAN SURVEY REQUIREMENTS

### WHAT IS A SITE PLAN?

A Site Plan is a plan drawn to scale showing the entire property (including all property lines) with the existing and proposed structures, including parking.

### WHY IS A SITE PLAN REQUIRED?

Anytime a structure or use is added to a property (fence, shed, parking, addition, house, etc) an accurate site plan or professional survey is required to determine if the project meets all Zoning Code requirements. Site Plans may be subject to Site Plan Review and may be in conjunction with Design Review.

### DO I NEED A PROFESSIONAL SURVEY?

Any project involving new construction, building additions, substantial accessory structures, and parking must be submitted on a **professional stamped survey**. Zoning staff will make the final determination whether or not your project requires a professional survey.

### I HAD A SURVEY DONE YEARS AGO, CAN I USE THAT?

Existing surveys can be used for most projects including parking and additions. It is also possible that a survey or site plan was previously submitted for a prior permit. If so, it may be on file. To find out if Zoning has a suitable copy of a site plan or survey of your property, call 412-255-2241.

### CAN I DRAW THE SITE PLAN MYSELF?

Yes, if you are applying for a minor accessory structure (such as fences, sheds, chicken coops, beehives, etc) **AND** if you know where your property line is. **Note: Fences and the public sidewalk are not necessarily installed on the property line and therefore cannot be used to determine where your line is.** If you do not know where your property line is, then you will have to hire a surveyor.

Tip: Talk to your next door neighbors. If they've had their property surveyed, you can usually use that information to determine where some of your property lines are. You can use your property's dimensions as noted on the Allegheny County Real Estate website to determine where the remaining lines are.

**Note:** Allegheny County Real Estate website maps and Google satellite maps are not accurate enough to meet the site plan requirement.

### HOW DO I DRAW THE SITE PLAN MYSELF?

You don't have to be an architect to draw a site plan, but you do have to be able to draw straight lines with a ruler and to measure accurately.

Step 1: Get all the measurements. The Allegheny County Real Estate website (<http://www2.county.allegheny.pa.us/RealEstate/>) has the dimensions of property lines (maps tab) and most houses (image tab). You need to measure how far your house is from the side and front property lines, the dimensions of all existing accessory structures and their distances from the property lines.

Step 2: Draw your site plan. Most residential properties will fit on an 8 1/2" x 11" piece of paper. Zoning cannot accept any plans on paper larger than 11" x 17".

First, you will need to determine what scale you are going to use to draw the plan. It must be a standard architect's or engineer's scale. Anyone with a regular ruler can use the scale 1 inch equals 16 feet (1"=16'). This means that every inch as measured on your plan is the equivalent to 16 feet on your property.

How this works: Each inch on the ruler is divided into 16 lines, so each line represents 1 foot. If your lot is 100 feet long, count 100 lines on your ruler and draw a line that long on your paper. Continue to draw the remaining property lines using the same process--if your lot is 20 feet wide, count 20 lines on your ruler. Yes, your house and accessory structures will appear small at this scale...that is OK!

Once you have the property line drawn, add your house and all accessory structures using the measurements you gathered and the same process as above, counting one line on the ruler for every foot you measured.

Step 3: Add details to your plan. Your plan must also show:

1. Name of the property owner
2. Names of all streets, ways or alleys around the property
3. Street address of the property
4. Arrow indicating north and scale
5. Measurements of all property lines and structures
6. Measurements of all structures from the property lines

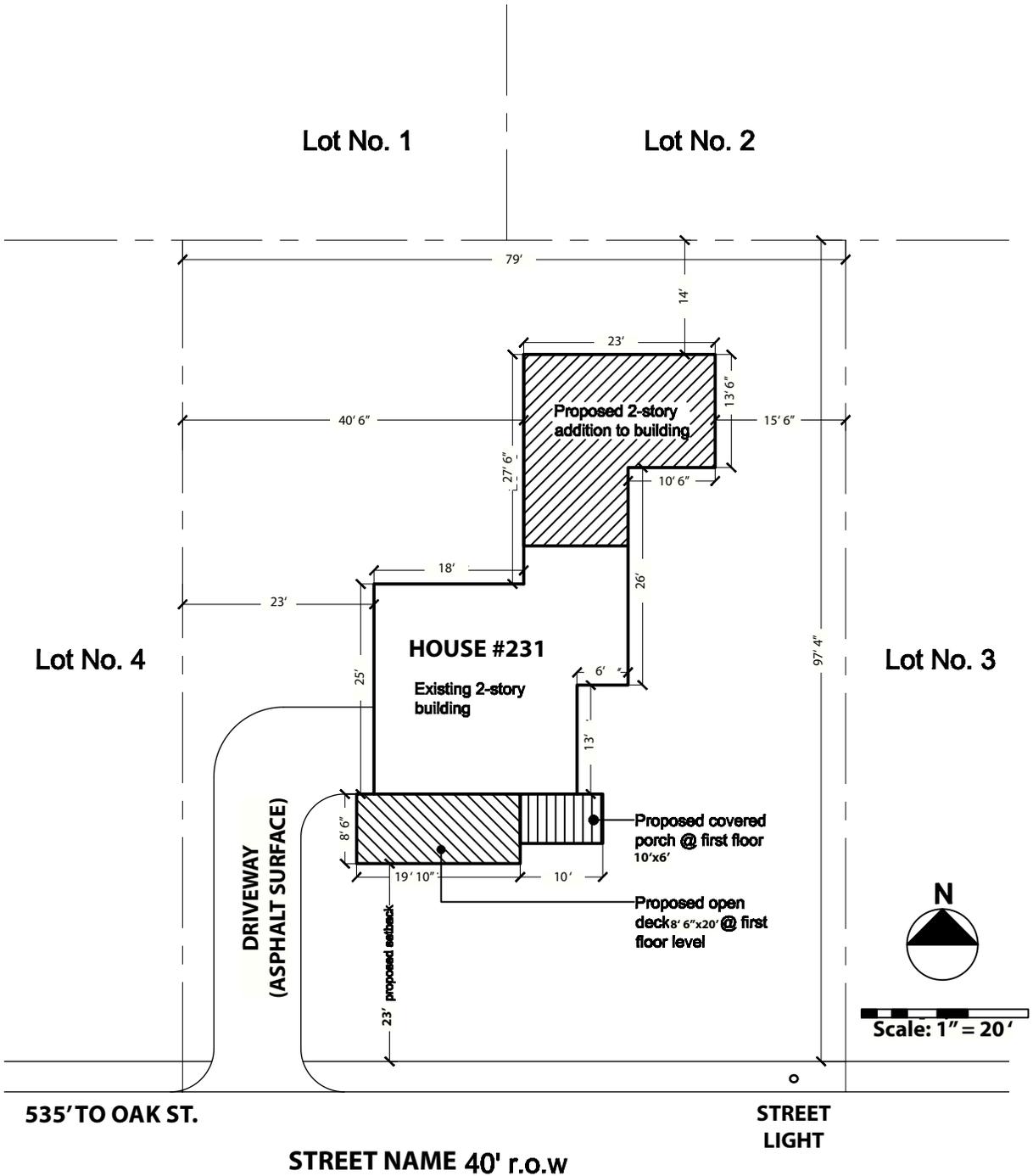
### FOR MORE INFORMATION

Please see the Sample Site Plan on the other side of the handout. For additional information, visit the Zoning Counter at 200 Ross Street, 3rd Floor, Monday-Friday 8 AM to 3 PM or call 412-255-2241.



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### PLOT PLAN

PROPERTY OF  
 JOHN AND JANE DOE  
 14TH WARD CITY OF PITTSBURGH  
 ALLEGHENY COUNTY, PA  
 LOT AND BLOCK 123-A-123  
 MARCH 12, 2013