

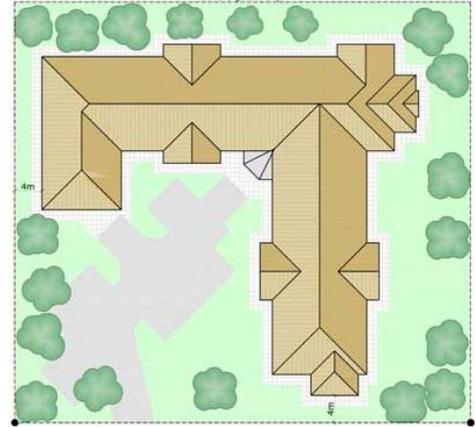


PREPARING AND SUBMITTING A SITE PLAN

A site plan is a drawing that shows proposed improvements to a property. A site plan shows the location of *existing* buildings and other improvements, adjacent streets or alleys, and other property features. A site plan also shows the size and location of *proposed improvements* to a property such as a new house, addition, deck, garage, storage shed, pool, sign, or parking lot.

WHEN MUST I SUBMIT A SITE PLAN?

Prior to construction or development, a property owner or contractor must first apply for a building permit and submit a site plan to the City of Moline for review. The City's Land Development Division (located at Moline City Hall, 619 16th Street) will review the site plan to ensure that new structures and development comply with adopted land use codes and policies. Proposals will be reviewed, at minimum, to verify that construction will meet applicable setbacks, height, and size (bulk) standards. For larger projects other than single or two-family residential construction, additional site plans for landscaping and lighting may also be required.

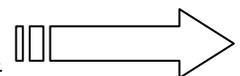


HOW SHOULD I PREPARE A SITE PLAN?

For most residential projects a simple hand-drawn, not-to-scale site plan is sufficient. Larger residential projects and most non-residential projects may require scaled site plans prepared by a registered design professional. At minimum, a site plan should identify the following:

- Property lines and dimensions;
- Location and name of adjoining streets, avenues, alleys, and other physical features;
- Locations and exterior dimensions of all existing structures;
- Location, height, and exterior dimensions of all proposed buildings or improvements;
- Distances (setbacks) from front, side, and rear property lines to the wall or edge of each existing structure and also to each proposed structure or improvement;
- For detached buildings, distances from existing buildings to proposed buildings;
- Street address; and
- North arrow.

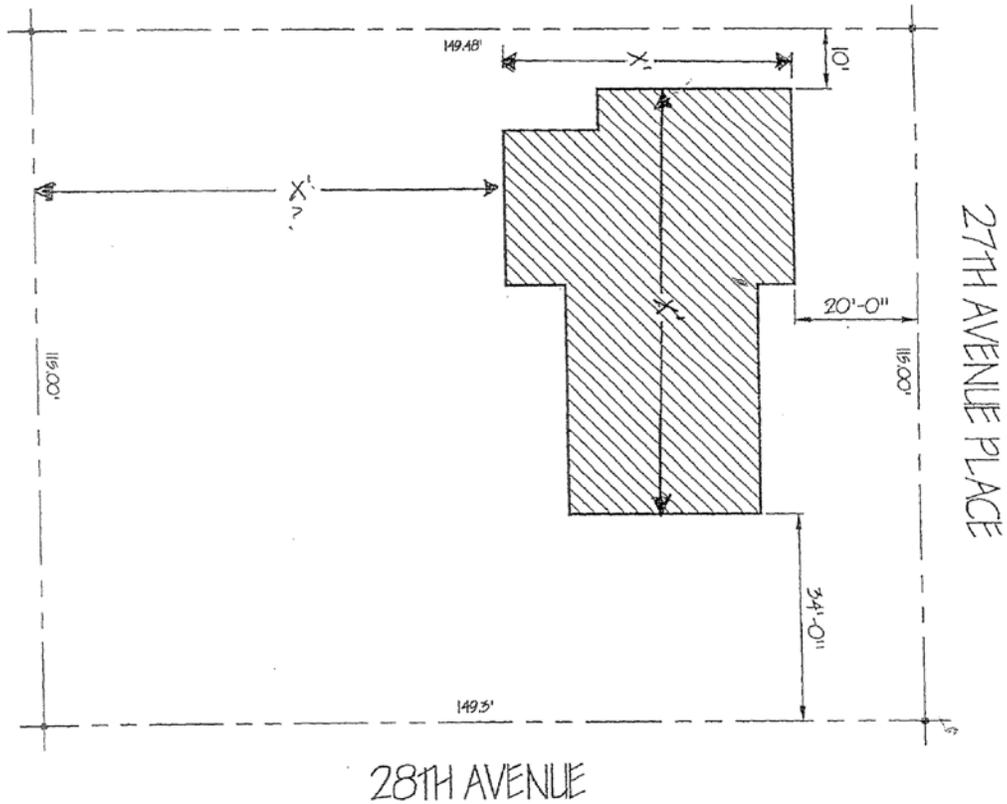
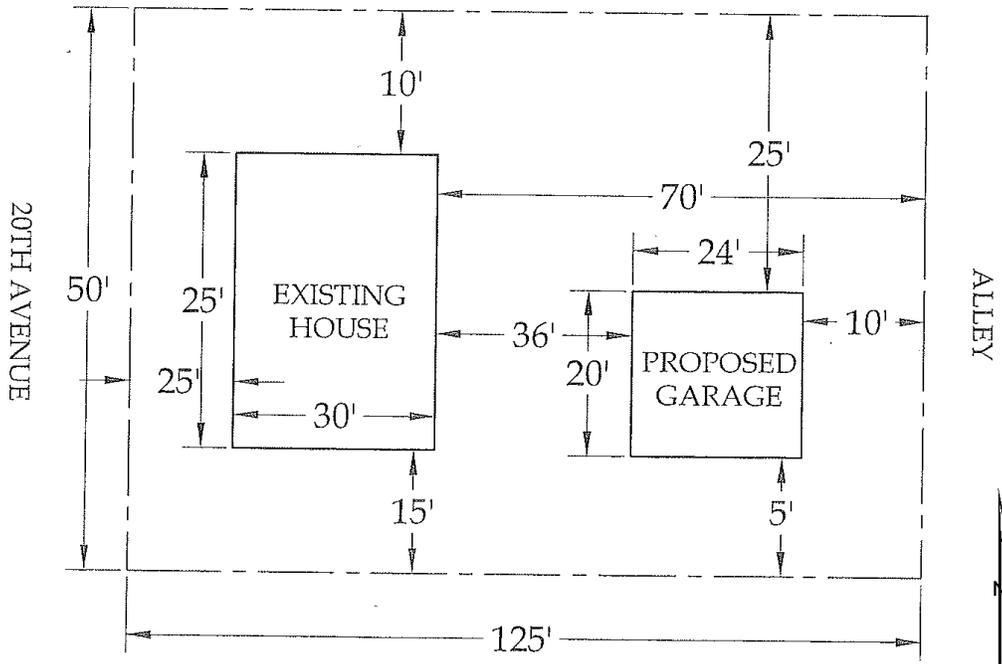
For site plan EXAMPLES and a BLANK TEMPLATE, see the following pages.



QUESTIONS? Contact the Land Development Manager at 309-524-2050 or schrist@moline.il.us.

SITE PLAN EXAMPLES

1234 17TH STREET



PROPOSED SITE PLAN

ADDRESS:

DESCRIPTION OF WORK:

PLEASE SHOW:

- Dimensions of proposed structure
- Distances to property lines
- Existing structures & driveways
- Streets and alleys
- Property dimensions (if available)

CITY APPROVAL:

All improvements must comply with the Moline Code of Ordinances. No changes without prior approval. The owner and/or contractor is responsible for verifying property lines, easements, and building/property dimensions.

Zoning/Land Development _____ Date _____

