

**TOWN OF RICHMOND, RHODE ISLAND**  
**Office of Building, Zoning and Planning**

Richmond Town Hall, 5 Richmond Townhouse Road, Wyoming, RI 02898 • (401) 539-9000 ext. 3

## **HOW TO PREPARE A SITE PLAN FOR A BUILDING PERMIT**

An applicant for a building permit is required to submit a site plan with the application. Usually these plans are prepared by a registered land surveyor. These instructions are for applicants who are preparing their own site plan.

A site plan shows what the property looks like now, and how it would look after you make the changes you are proposing. The site plan is needed so that the Building Official knows exactly what you are proposing and whether it complies with the law.

The site plan **must be drawn to scale**, and it must include these things:

- The boundary lines of the property and how many feet long each boundary line is, and any street or streets that touch the property. Show the street name.
- All of the buildings, structures, and uses on the property, including decks, sheds, storage structures, garages, swimming pools, and any temporary structures. Show their size in feet, and show how many feet they are from the nearest lot line.
- Roads, driveways, parking areas, and natural features of the lot such as ponds, ditches, swamps, and drainage areas.
- Easements (such as utility easements and rights of way).
- The location and size of the septic system, including the leach field, the location of the well, and the location of any underground lines or pipes running from the septic system or well to the house.
- A north arrow.
- A box in the corner of the plan that tells who prepared the plan, the date, and the scale.

If your site plan does not include all of the information described above, the Building Official might refuse to accept it. If the Building Official or the Zoning Enforcement Officer have any reason to think your plan is not accurate, they have the authority to require that you have your plan prepared by a registered land surveyor.

If you have any questions about what information is required for a site plan, you may call Loren Gengarella, the Building Official, at 539-9000 ext. 3.