



# City of Mansfield

## Jodie Perry, Mayor

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### Bureau of Buildings, Inspections, Licenses and Permits

30 N. Diamond Street - Mansfield, OH 44902 – (419)755-9688 Fax-(419)755-9453  
www.ci.mansfield.oh.us

## Site Plan Requirements

Site plans required to be submitted under City Code and applicable Building Codes are intended indicate the existing and proposed use of land and the location of structures on such land. Site Plans shall be neatly drawn to a recognized scale and accurately dimensioned. The scale and dimensions shall be clearly indicated on the site plan. Some of the required information may be available from resources such as the Richland County Auditor, Richland County Tax Map Office, and this department. If the preparer is unsure of the information, it is recommended to contact this department prior to making a formal submission. It is the responsibility of the Property Owner, regardless of who prepares a site plan, to verify the accuracy of the information contained within the site plan. Sample site plans are attached to this document for reference purposes only. Site Plans shall include the following minimum information:

- Owner Name.
- Property Address.
- A mark indicating the northerly direction.
- Locations of nearest streets.
- All property and interior lot lines with distances from lot lines.
- Setback and side yard dimensions.
- Size and location of all existing and proposed structures.
- Width and length of proposed drives and curbs, if applicable.
- Distance to nearest intersecting roads.
- Floodplain location with base flood elevations, if applicable.
- Locations of existing and proposed utilities (including public water or sewer, well, septic, electric, natural gas, and propane tank).
- The existing and intended use of the property and structures on the property. For residential developments, indicate the total number of dwelling units in each building.

The following information is helpful during the plan review phase but not mandatory for submittal. Please note that any discrepancies or features not noted on the approved site plan may be subject to failure of a field inspection.

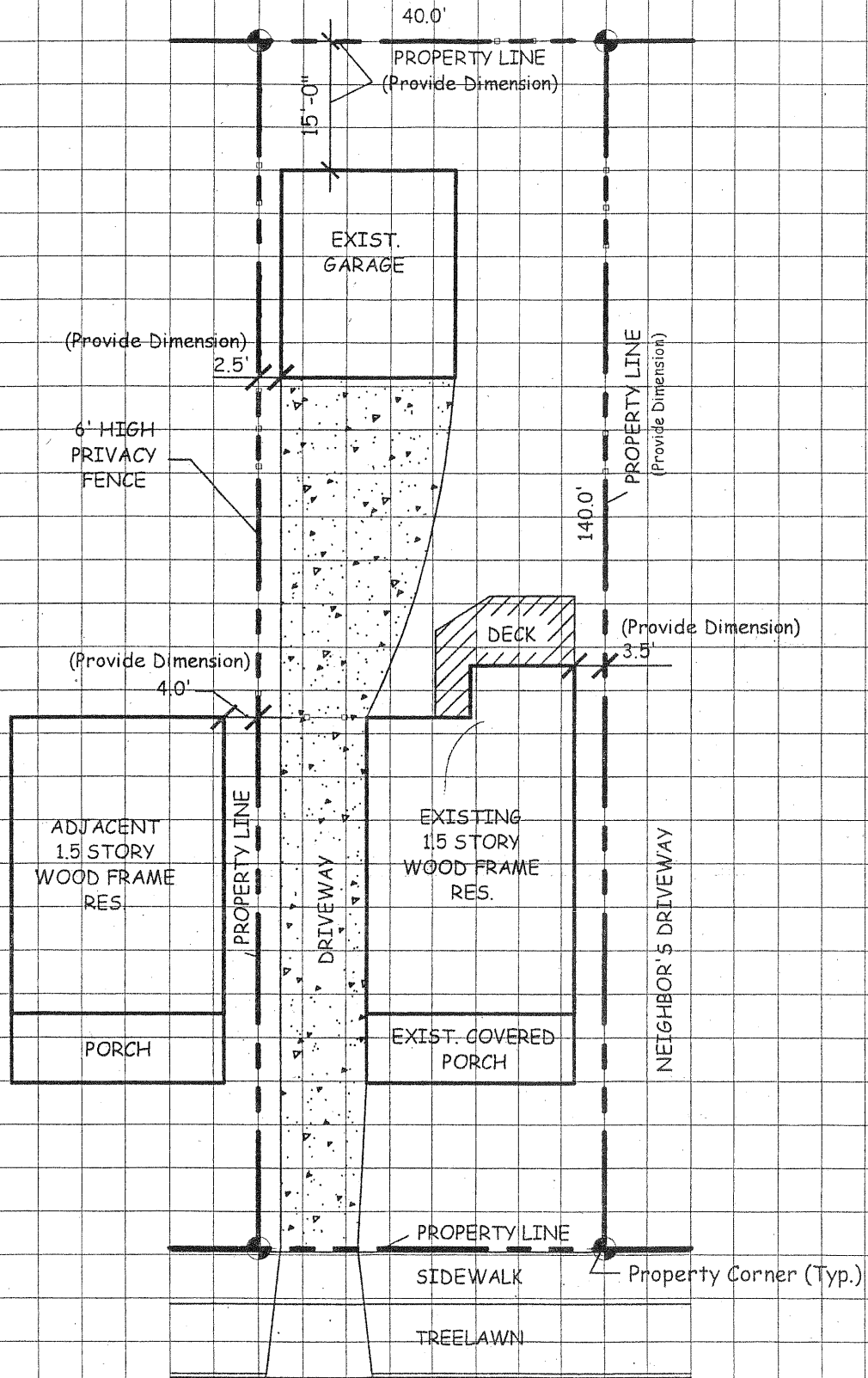
- Streams, ponds, waterways, rivers, and pertinent drainage patterns.
- Areas to be disturbed, cleared, grubbed, etc.
- Indicate dimensions to all streets, alleys, roads, and driveways.
- Reference all easements.
- Additions must show a footprint of the entire building. Existing and proposed construction shall be clearly distinguished.

Applicable Code References:

Residential- 2013 RCO 106.1.3; Commercial- 2017 OBC 106.1.1; City Code- 1155.03

# SAMPLE SITE PLAN

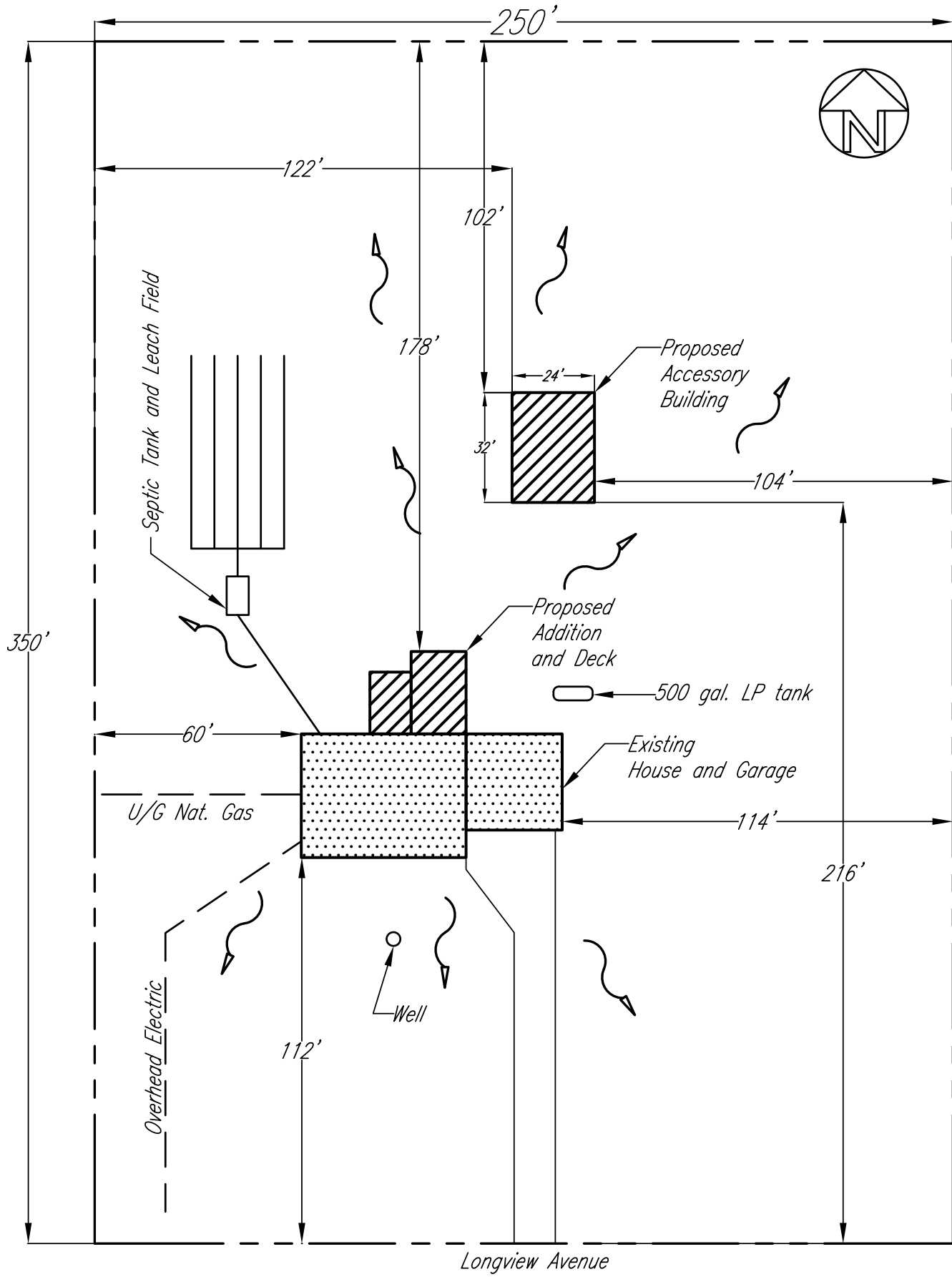
Do not use this sheet - create your own drawing.



SITE PLAN | 1" = 20 Feet

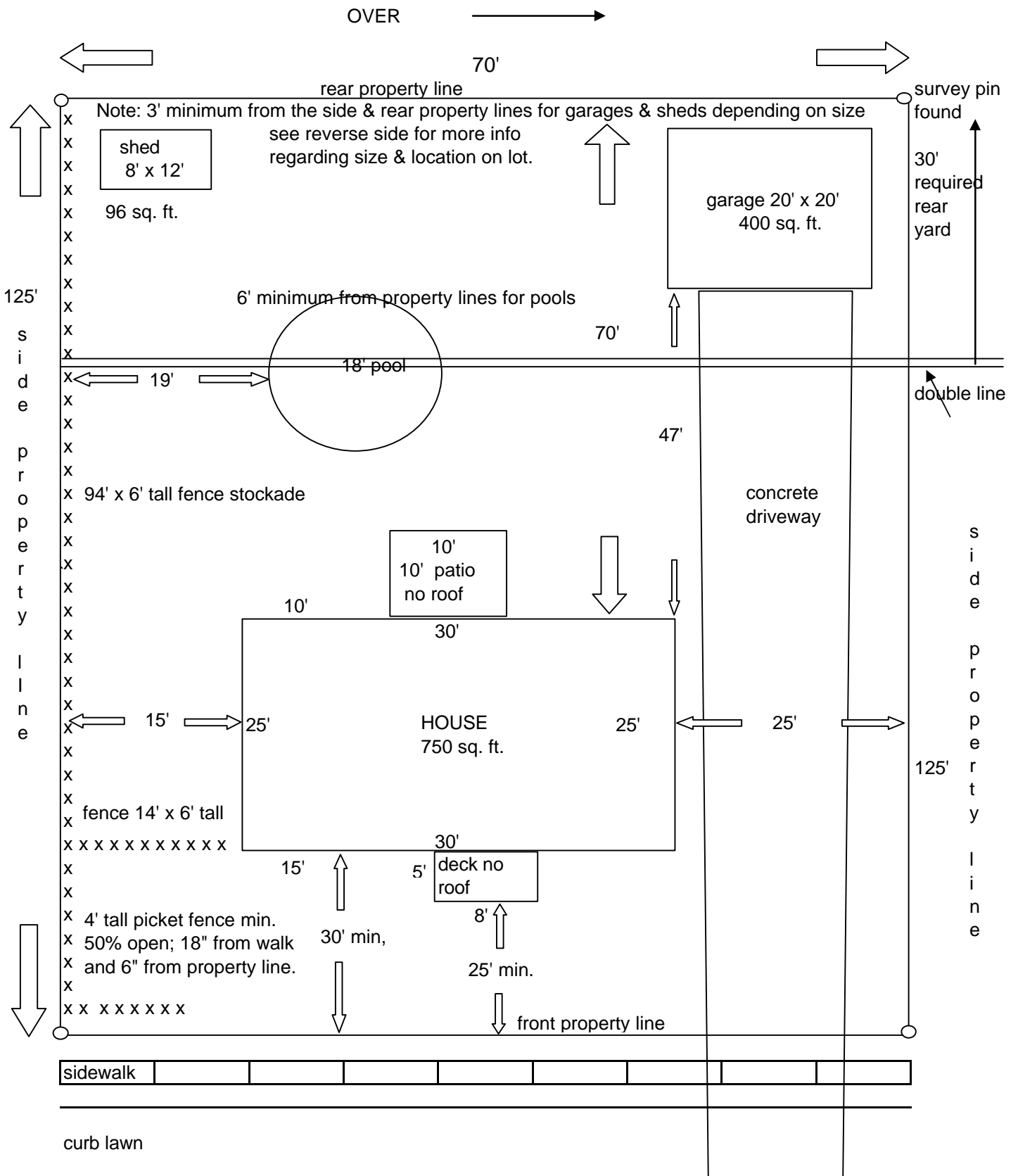
1 Square = 5 Feet

# SAMPLE SITE PLAN



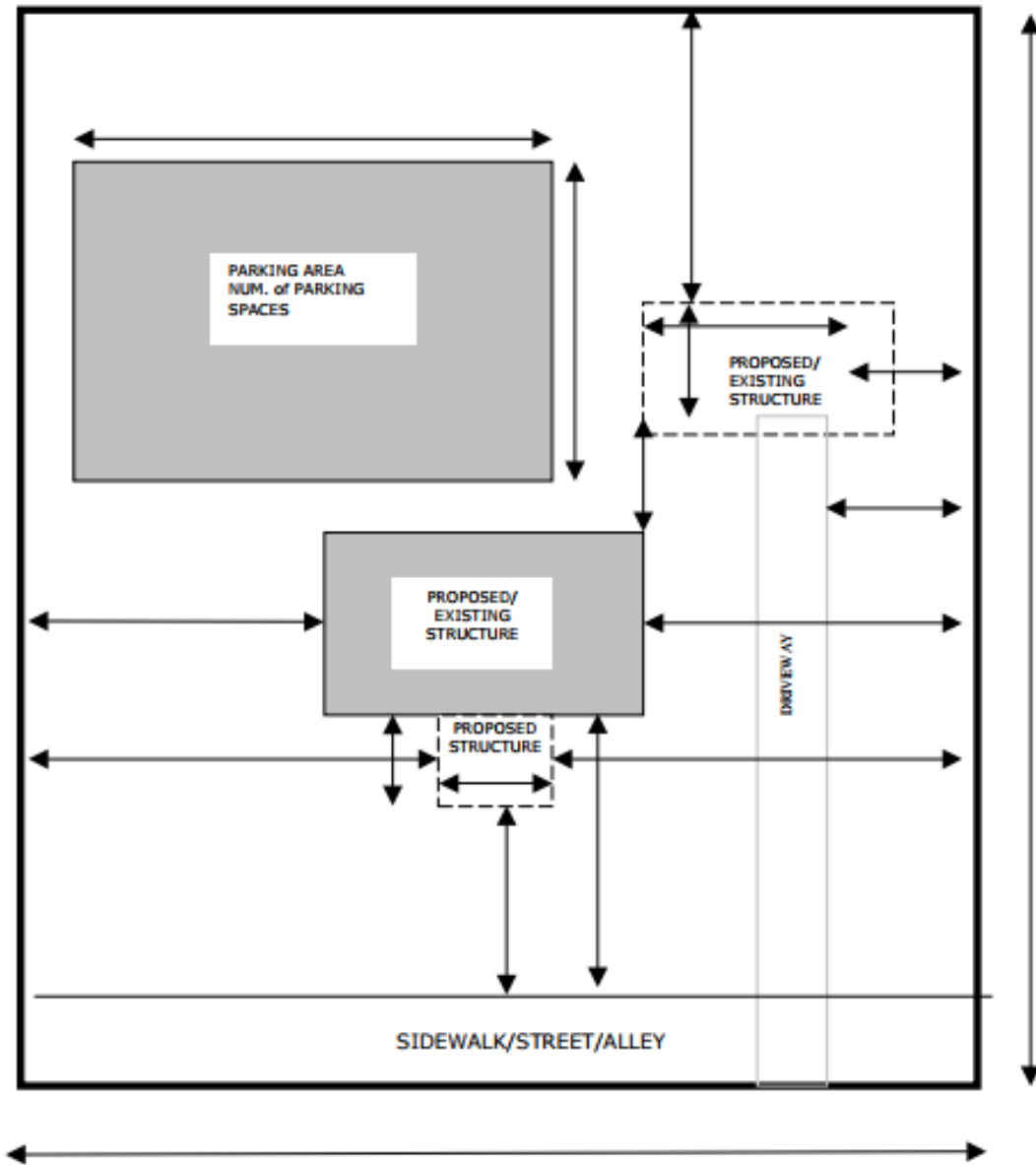
Owner: *Richland County  
Department of Building Regulations*  
Address: *1495 W. Longview Avenue, Suite 202a  
Mansfield, Ohio 44906*

Scale: 1"=40'



**SAMPLE SITE PLAN**

# SAMPLE SITE PLAN



**Directions:**

- 1) Show all dimensions of existing & proposed structures and distances from property lines, streets, and alleys.
- 2) Show all dimensions of existing & proposed impervious surfaces (ie. concrete/blacktop surfaces)/parking areas, including number of parking spaces, and distances from property lines, streets, and alleys.
- 3) Indicate whether structures are covered or uncovered (ie. deck or porch with roof).