

Site Plans

A Guide To Requirements & Example Plans

City of Hopkins Inspections Division

1010 1st Street South, Hopkins, MN 55343 | 952.548.6320 | 952.935.1834 Fax | www.hopkinsmn.com

Notice: This handout is intended only as a guide to the subject matter covered herein and is based in part on the 2015 Minnesota State Building Code. While every attempt has been made to insure the correctness of this handout, no guarantees are made to its accuracy or completeness. Responsibility for compliance with applicable codes and ordinances falls on the owner or contractor. For specific questions regarding code requirements, refer to the Minnesota Building Code or contact us.

What are site plans?

Site plans are required as a part of the plan submittal for a permit for many building projects. Generally, any addition to an existing dwelling such as a garage, deck, or room addition will require a site plan. Construction of a new detached garage will also require a site plan.

The purpose of a site plan is to show compliance with the City's Zoning Ordinance and Building Codes. It is important that the site plans be accurate, neat, and drawn to scale.

You may prepare a site plan yourself if you have basic drafting skills.

Preparing Site Plans

To prepare an accurate site plan you must know where the property lines are located. If you cannot find property pins to locate property lines, it may be necessary to have the lot surveyed.

Site plans should show **the size of the lot, a north arrow, the location of streets and alleys, the size of each building on the lot, and the distance from property lines to each building.**

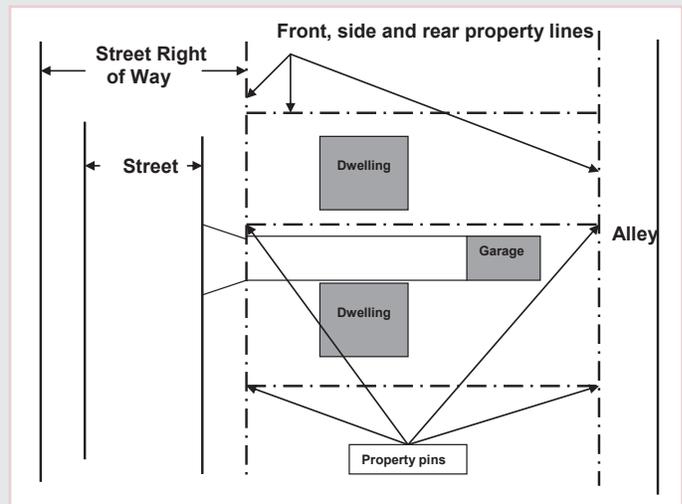
Understanding Property Lines

If you are constructing a new building or addition including a deck, you will need to know where your property lines are and be able to verify that the location of the construction meets the setback requirements from those property lines.

If your lot has been surveyed and the pins have not been removed, the pins will indicate the corners of your lot. A metal detector may be helpful in locating your property pins. You should take special care to prevent removal of or tampering with property pins.

If you do not know where your property pins are, you may need to hire a registered land surveyor to have your lot surveyed. The Yellow Pages contain a listing of surveyors under "Surveyors-Land".

Street right-of-way width and street width are not the same. The street right-of-way is shown on plat maps. Streets are not. Street right-of-ways include the street and the boulevard on each side of the street. Street widths may vary based on location. For example, a street right-of-way may be 70 feet wide but the street in that right-of-way may be only 36 feet wide. Streets may or may not be centered in the right-of-way. The



City Engineering Department may have information on street widths in your neighborhood.

The locations of streets, sidewalks, fences, utility poles, or alleys are not legal reference points for locating your property lines. Rarely do they coincide with property lines. Be sure your site plan shows dimensions from property lines and not sidewalks, curbs, or alleys.

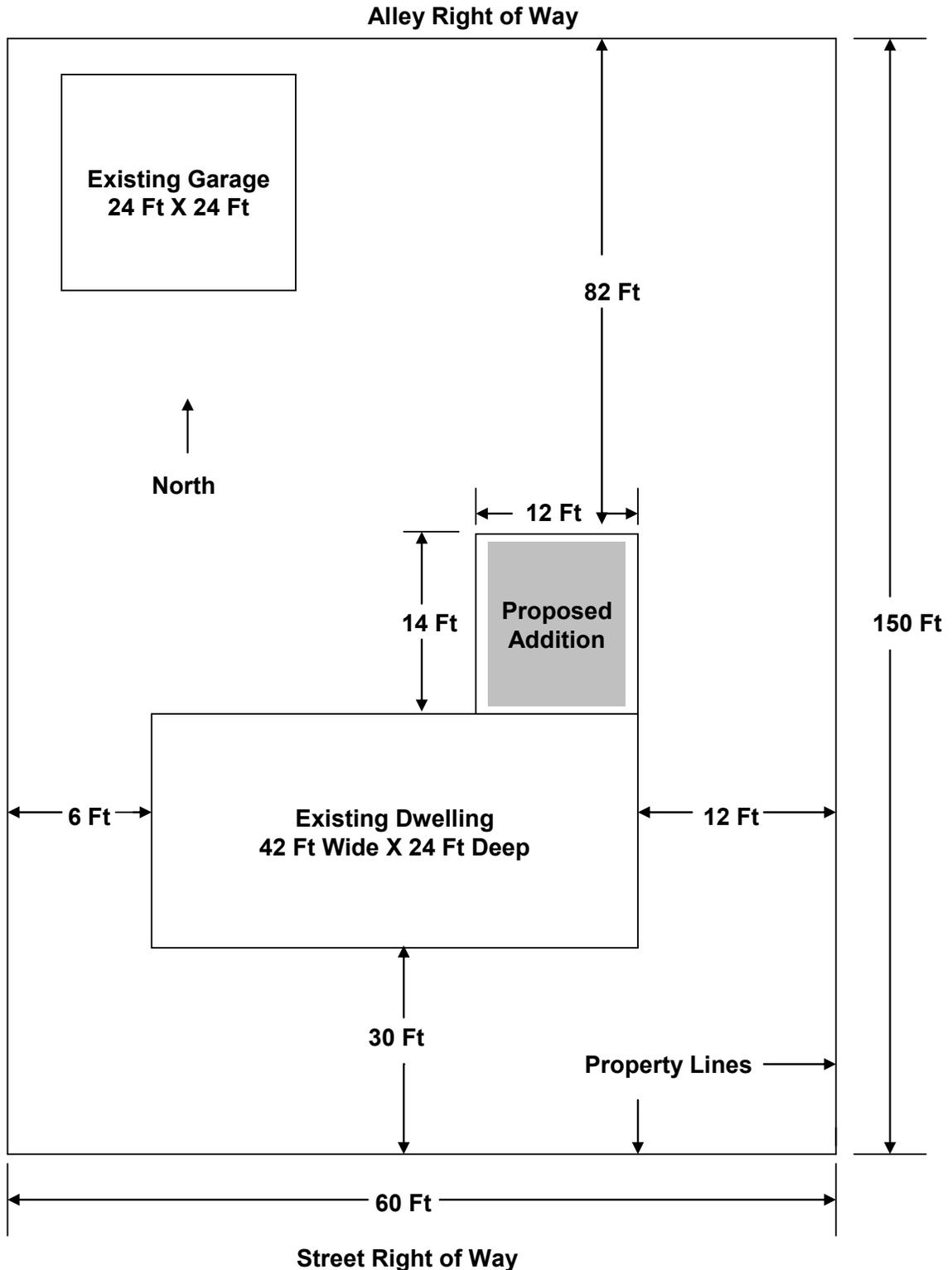


Site Plan Examples

Use the following site plan examples from various construction projects as a guide in preparing your own plans.

Site Plan for Dwelling Addition

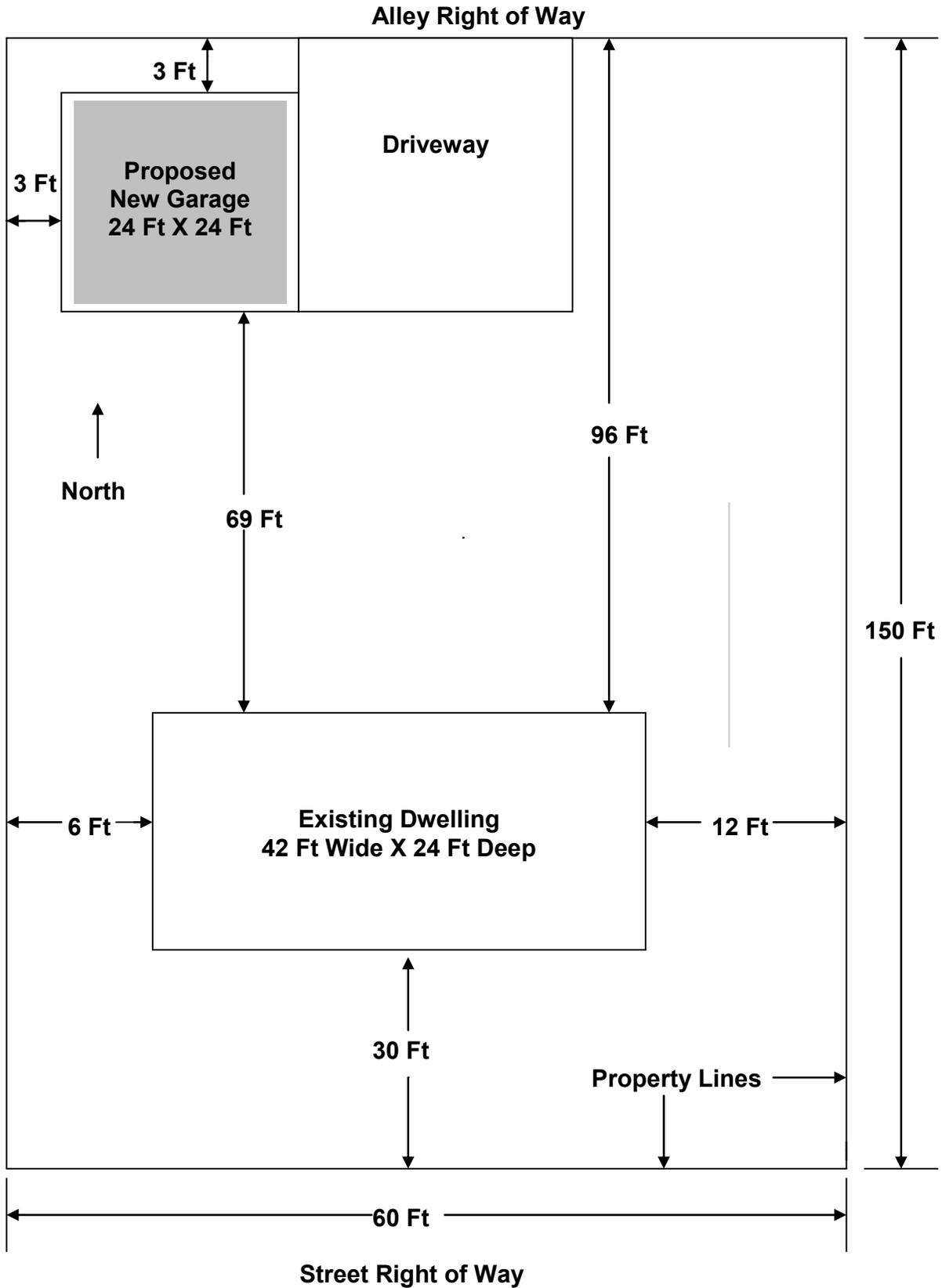
Scale 1" = 10'





Site Plan for Detached Garage

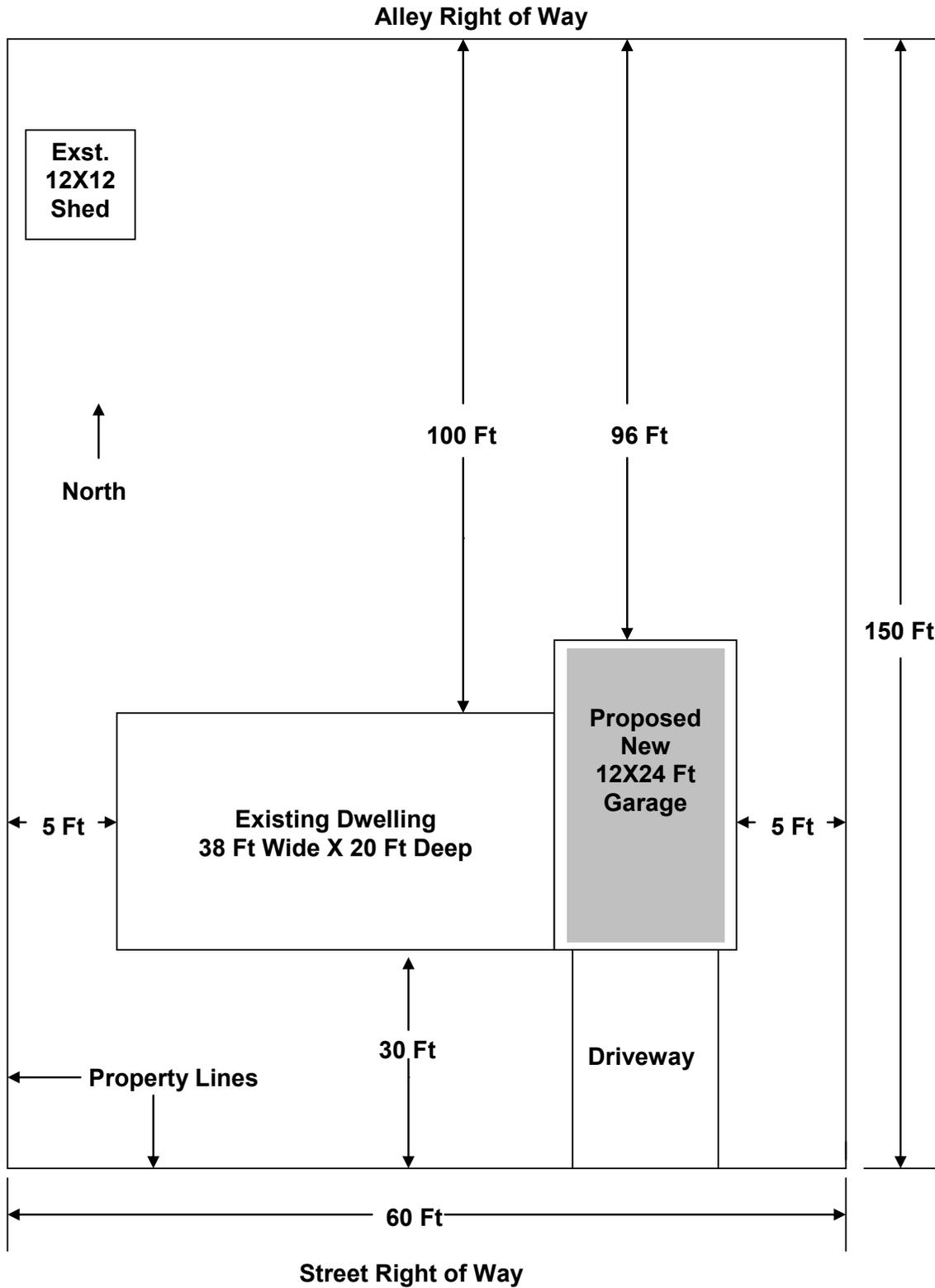
Scale 1" = 10'





Site Plan for Attached Garage Addition

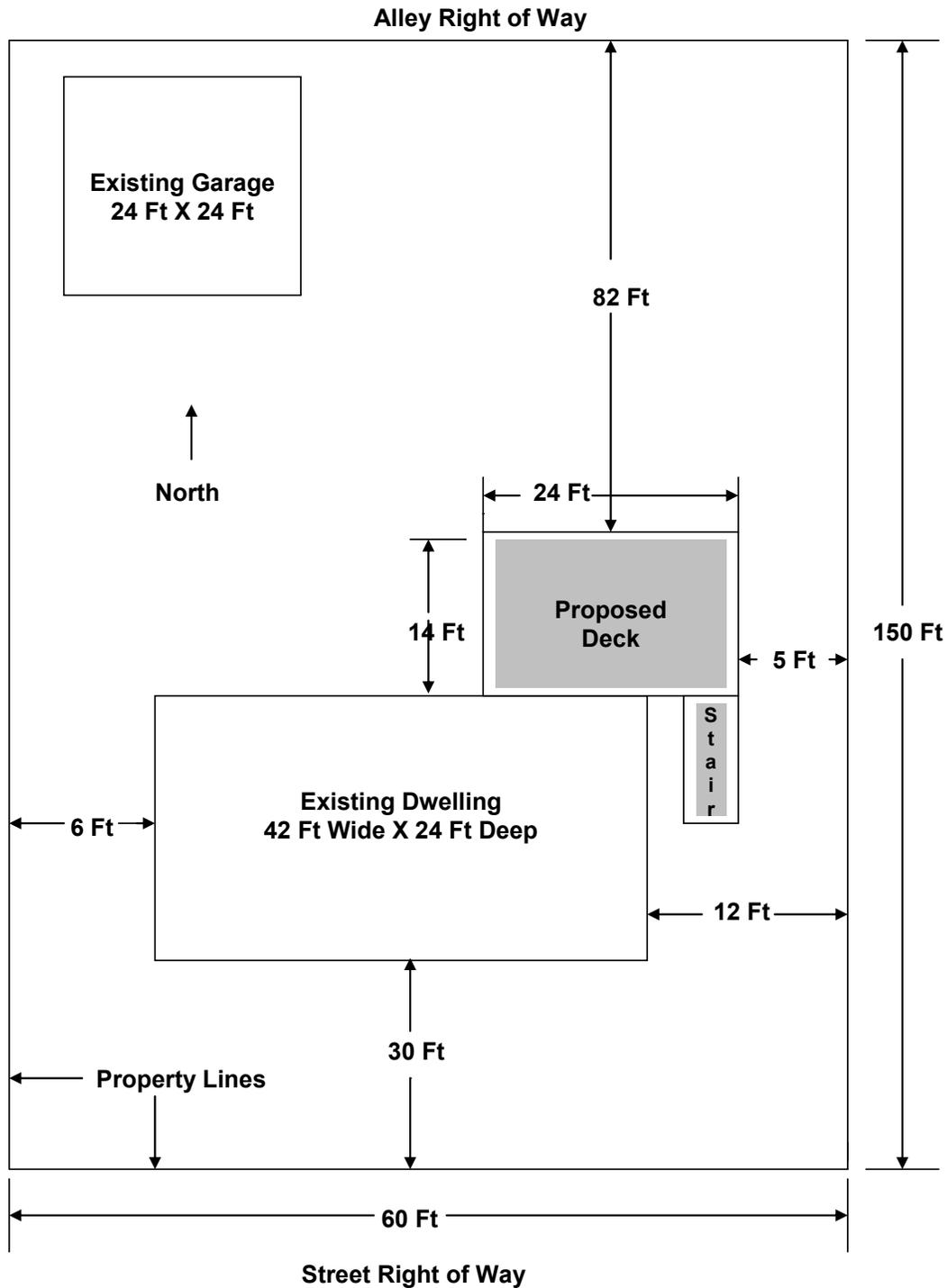
Scale 1" = 10'





Site Plan for Proposed Deck

Scale 1" = 10'



SITE PLAN FOR PROPOSED DECK

Scale 1" = 10'

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