

SITE PLAN SUBMITTALS

While the Madison Zoning Office does not require a survey map, you must submit a site plan for your project. If you follow these guidelines, you can prevent unnecessary delays.

Guidelines

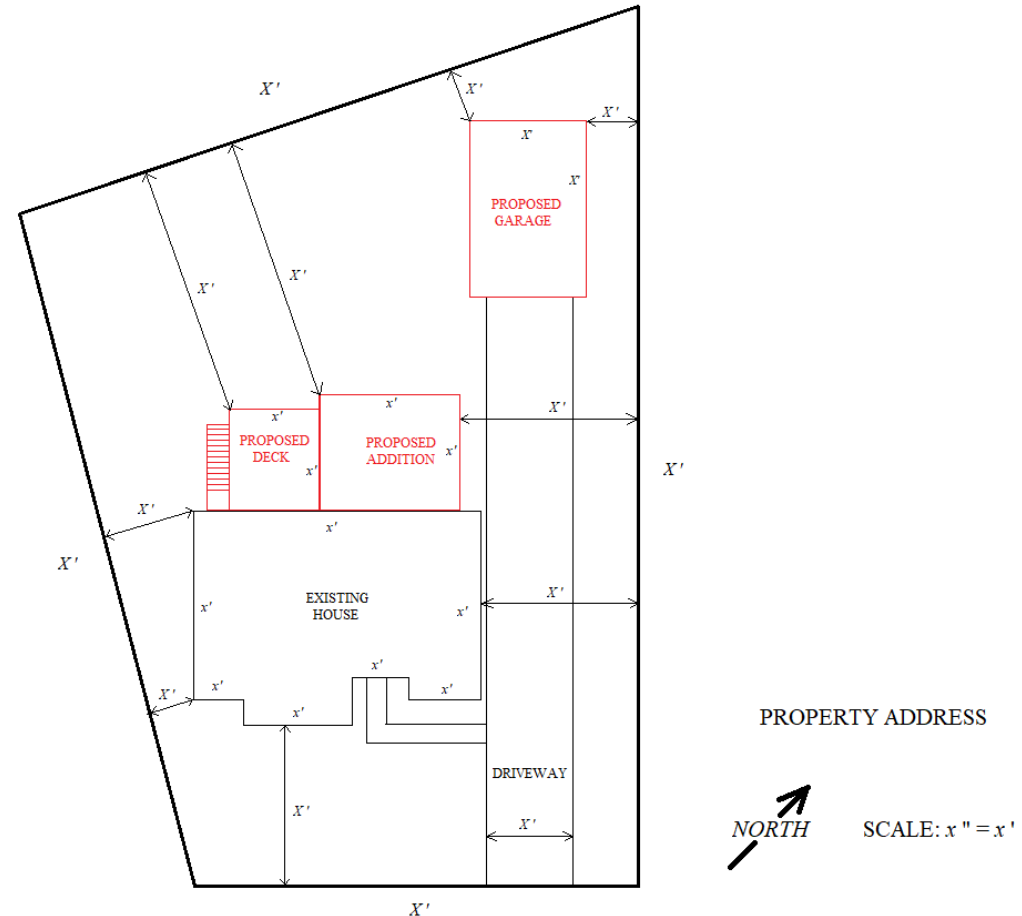
- Use paper no larger than 11 inches by 17 inches.
- Draw the site plan to scale. You must use one of the following scales:

Architectural	Engineering
1/16" = 1'-0"	1" = 10'-0"
3/32" = 1'-0"	1" = 20'-0"
1/8" = 1'-0"	1" = 30'-0"
3/16" = 1'-0"	1" = 40'-0"
1/4" = 1'-0"	1" = 50'-0"
3/8" = 1'-0"	1" = 60'-0"
1/2" = 1'-0"	

- Indicate all dimensions labeled "X" on the site plan.
- Accurately represent the placement of all structures on the property. Include paved areas.
- Include the property address, scale used, and direction of north.
- Do not include aerial satellite imagery for the site plan.

Helpful Information

- Zoning staff may be able to provide some information about your lot, depending on what is already on file for the property.
- Note that sidewalks, curbs, fences, and shrubs do not necessarily mark your lot lines. For properties abutting public sidewalk, lot lines are typically 6 to 12 inches closer to your house than the sidewalk edge.
- There should be a metal survey marker at each corner of your property. A metal detector may be helpful in the location of corner markers as they are generally buried 6 to 12 inches. If you cannot locate your lot lines you may need to hire a surveyor.



Other Sources

- Dane County Surveyor's Office, Room 116, 210 Martin Luther King Jr. Blvd. Madison, WI 53703 (608) 266-4252
- Dane County Register of Deeds Office, Room 110, 210 Martin Luther King Jr. Blvd. Madison, WI 53703 (608) 267-1519