

HOW TO CREATE OR UPDATE YOUR SITE PLAN AND/OR ELEVATION PLANS

SITE PLAN

Step 1: You can use graph paper to create a scaled site plan if you don't have any old plans to update. Find your corner property pins and expose them. Your property pins are official property markers that were set when the neighborhood was created (or they could have been repined later) and will look like a rusty red rebar pole, $\frac{3}{4}$ or $\frac{5}{8}$ width, flush with



the ground or a few inches below, often with a pink ribbon tied to them and sometimes will be



stamped with a yellow cap with letters and numbers like this:

Step 2: Put a wooden stake right beside each of your corner pins and then run a string along the sides and back of your lot and get it as straight as possible despite the trees and bushes along your property line. Measure the distance from the sides of your lot to eaves (edge of roof) of your house to confirm that your house is sitting accurately (the way it's shown on the site plan.)

Step 3: Update the site plan by labelling each corner property pin on your site plan with "Found $\frac{3}{4}$ rebar" or whatever you've found, and if a pin is missing and you've done your best to find it by measuring from the other 2 pins, put a wooden stake in that spot. If you don't have an old site plan to work off of and are starting from scratch, you can find your lot dimensions on the plat maps on our website: <https://www.tahoedonner.com/members/homeowner-guidelines/architectural-standards/plat-maps/>

Step 4: On your site plan, draw any missing decks, walkways, driveways, patios, retaining walls, etc. that have been added to the property by previous owners since the site plan was last updated. Per ASC rules, your plan must reflect current conditions on your property with each new permit application.

Step 5: Label your setbacks on your site plan (10 feet on each side, 20 feet in front, 20% (minimum 25 feet) in the rear.

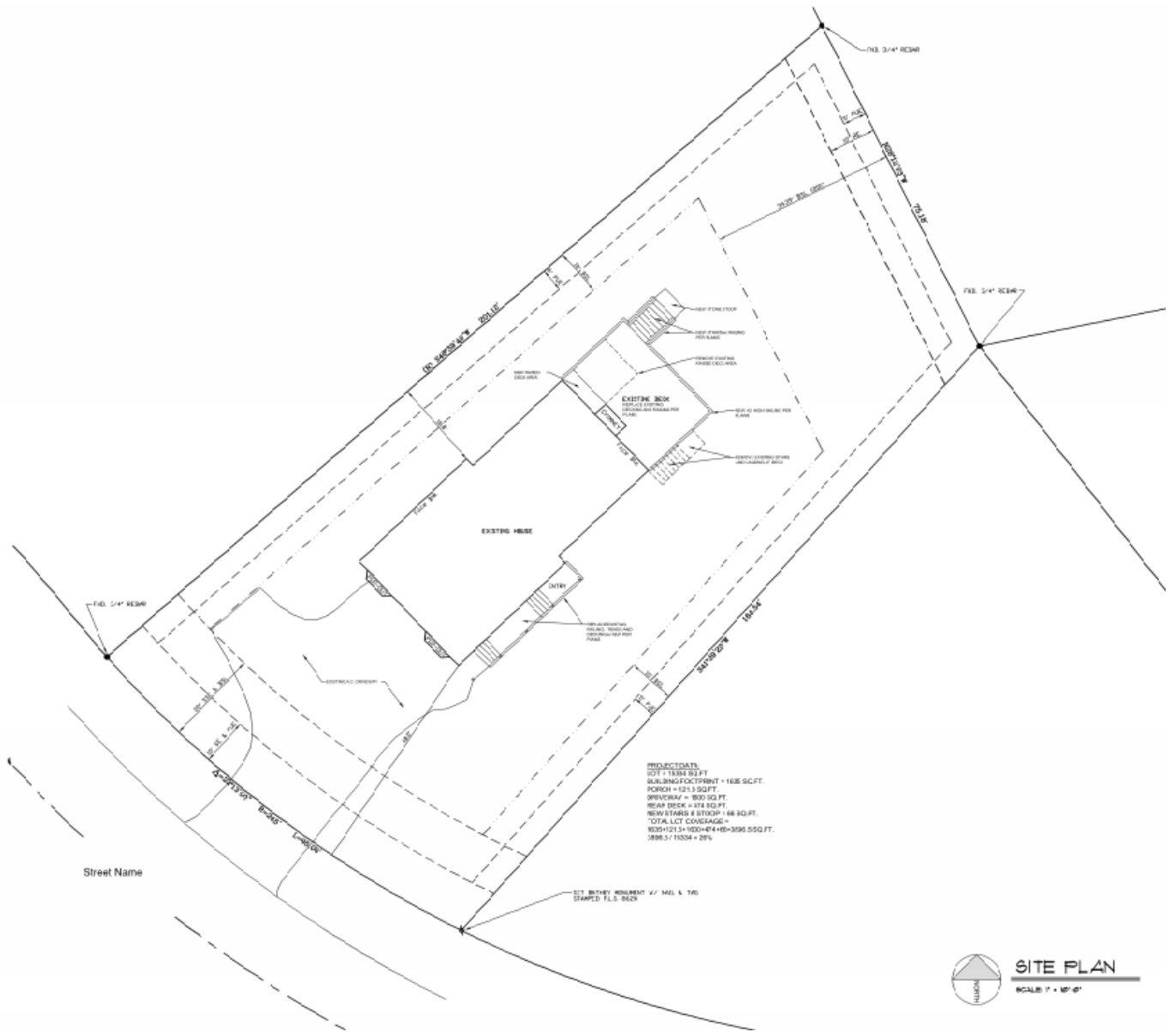
Step 6: Label any easements (access easements, recreational easements, drainage easements, etc.) on your site plan.

Step 7: Mark, on your site plan, any trees you plan to remove for this project by drawing an X over them. You may remove trees within 5 feet of driveways/walkways/patios and decks, and within 10 feet of any foundation.

Step 8: Update your coverage calculator using the link to the excel spreadsheet by measuring the footprint of all improvements on your property...house/garage, driveway, walkways, patio, decks, stairs, sheds, etc. This is to calculate how much of your lot is developed. Tahoe Donner rules allow you to develop up to 35% of your lot and the rest must remain natural. You must include all improvements in your coverage, even gravel that's not within 1 foot of your eaves and paving and 5 feet from your foundation. When calculating your house/garage square footage, only measure from the foundation, not the eaves.

Step 9: Finally, draw the proposed new work on your site plan – for example, if you are widening your driveway, white out the old driveway lines and draw the new lines. If you are building a patio, draw it on the plan and illustrate the pavers with little rectangles to show the type of material.

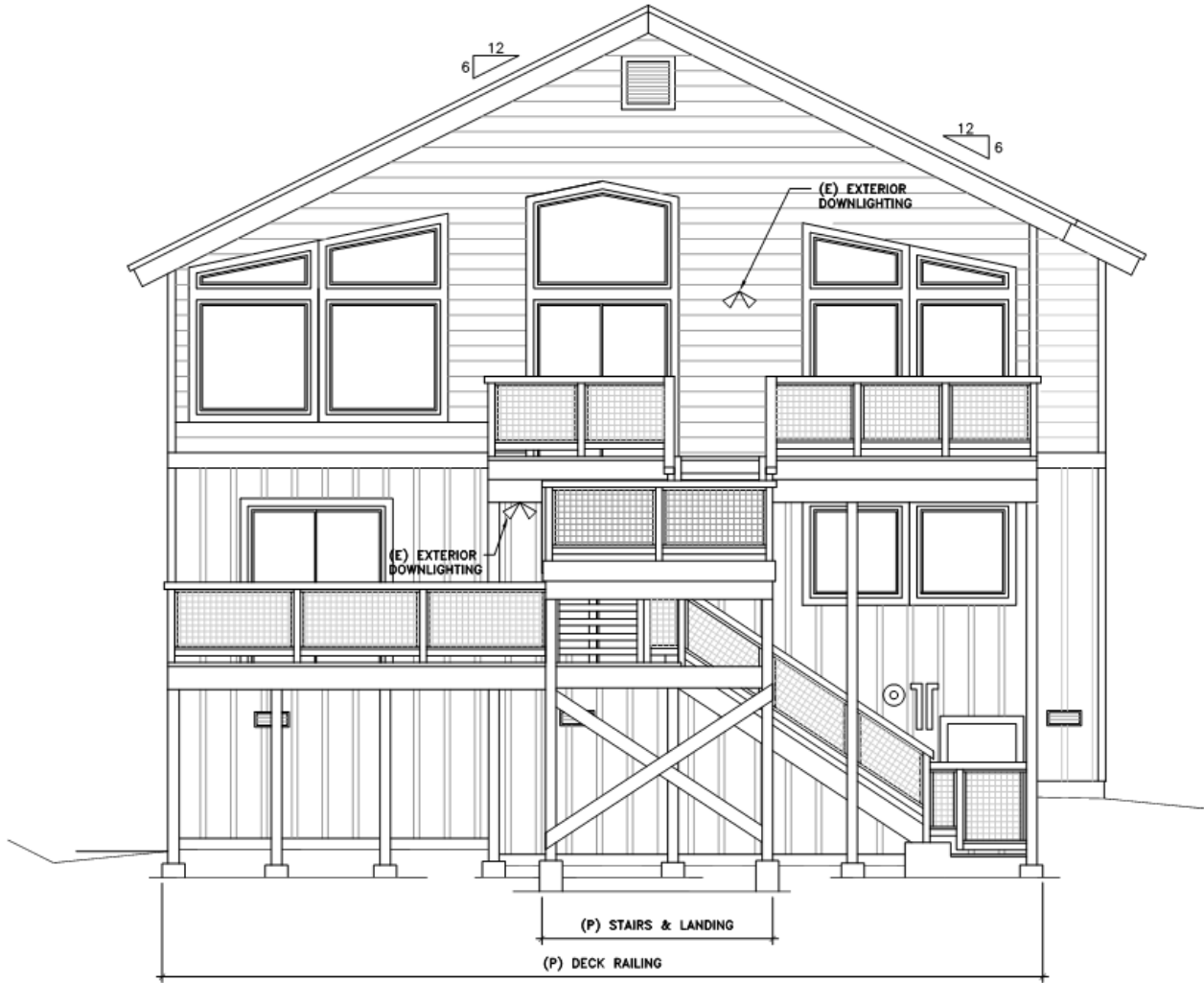
1. Below is a sample site plan that meets the submittal checklist for Minor projects:



ELEVATION PLANS

Walk around your house and look at each side to make sure that everything on your old plan is accurate. There may be many changes that have been done to the house before or since you've owned it, and as the permit applicant you are responsible for submitting an accurate plan even if you're not doing any work to other parts of the house. Update your plans by drawing any missing windows, doors, siding, deck railings that are a different style, lights, etc. Make sure to draw it to scale (1/4 inch = 1 foot) Finally, update your plan with the proposed work for this current permit application – for example, if you are changing your vertical wooden pickets to hog wire then draw horizontal lines across the railings on the plans. If you are changing your siding from T1-11 to horizontal cedar then white out all vertical lines on all elevations and draw horizontal lines to show the proposed new siding. If you are adding a window, draw it in the location you're adding it.

Below is a sample elevation plan for a single side (you'll need to update all elevations that will have changes (ie. all 4 elevations for new siding, 3 or 4 elevations for deck and railing changes, one elevation for a window or door change):



Proposed East Elevation

Scale : 1/4" = 1'-0"