



TOWN OF TRUCKEE
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING AND SAFETY DIVISION

Site Plan Policy

PURPOSE: To define when a site plan is required and what constitutes a site plan.

BACKGROUND:

The Town of Truckee adopts and enforces the California Building and Residential Codes. The California Building Code states:

The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevation; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan when the application for permit is for alteration or repair or when otherwise warranted.

The California Residential Code states:

The construction documents submitted with the application for permit shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan when the application for permit is for alteration or repair or when otherwise warranted.

A site plan is not to be confused with a boundary or topographic survey. Whereas a boundary survey must be prepared by a licensed surveyor and a topographic survey shall be prepared by a registered engineer, architect or surveyor, a site plan can be prepared by anyone.

PROCEDURE:

For new buildings and structures, pedestal signs, additions to existing buildings that expand the building footprint and decks, new and replacement, a site plan is required. The site plan shall include the minimum code information requested above. In addition, show utility locations, corner markers found, driveways and trash enclosure. Identify the type of corner marker found. Include the name of the plan preparer. The Town prefers that site plans are prepared by a professional. They are trained to do so. If prepared by a professional, include a stamp and signature. If not prepared by a professional, the plan will be reviewed more critically and may result in additional requirements.