

SITE PLAN SUBMITTALS

While the Madison Zoning Office does not require a survey map, the Madison Zoning Code requires that you submit a site plan to obtain Zoning approval for your project. Following these guidelines will expedite the review of your project.

GUIDELINES

- Use paper no larger than 11 inches by 17 inches.
- Draw the site plan to scale. A scale of 1 inch = 20 feet or a common architectural scale is preferred.
- 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

