

## HOW TO DRAW A PROPERTY SITE PLAN

**Step 1: Determine the property boundaries and lot dimensions before drawing a site plan.**

**a. Option 1 – Use Tax Assessor’s Map**

Dauphin County Tax Assessor’s maps were used by the Township to determine property lines. The maps are available online at [dauphinpropertyinfo.org](http://dauphinpropertyinfo.org). While the maps are not always accurate, they do provide dimensions based on recorded subdivision plans. The lot dimension information found on the Assessor’s map should allow you to correctly draw the property dimensions on your site plan. It may help locate property corner pins.

**b. Option 2 – Use Subdivision Plat information**

Similar to the Tax Assessor’s maps, you may also look up your lot on the recorded subdivision plan that your property is within. This can be found through the [Dauphin County Recorder of Deeds](http://Dauphin County Recorder of Deeds). The legal description of your property, which is detailed on the deed, usually contains the recorded subdivision name in which your lot is located. In cases where the property is not within a subdivision plat, the legal description will likely be a ‘metes and bounds’ description that describes the perimeter of the property in greater detail, without reference to a plat.

**c. Option 3 – Hire a Licensed Surveyor**

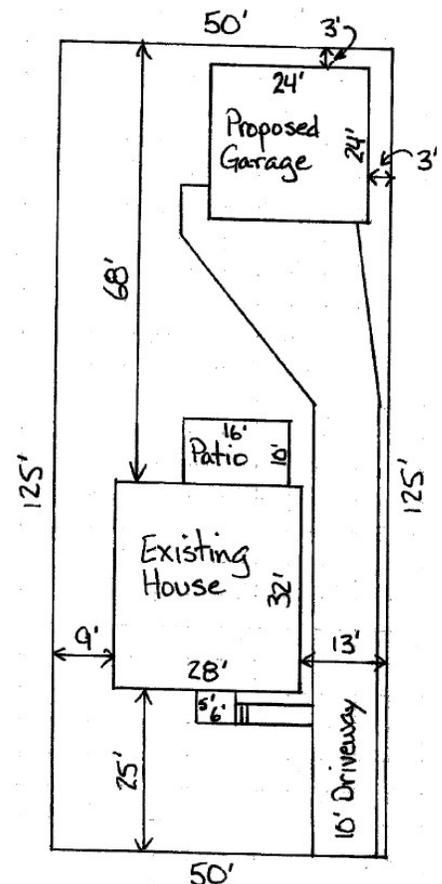
A licensed surveyor can locate your property lines and prepare a topographic survey of your property, showing the property boundaries in relation to the street and existing buildings. This information can then be used to help you prepare your site plan correctly. This is a much more expensive option but necessary for larger projects.

**Step 2: Determine the location of structure and other site features in relation to the property boundaries before you draw a site plan.** Using the property boundary location and dimension information gathered in Step 1, you must next determine the location of existing buildings, streets, driveways, trees, and other site features in relation to the property boundaries. Measure the distance from these site features to the surrounding property lines. You can do this either with a tape measure, Google Earth’s measuring tool, or on the Dauphin County Tax Assessor’s maps.

**Step 3: Draw the site plan.** Use all the information gathered in Steps 1 and 2 to prepare your site plan. You may draw your site plan by hand or use a computer graphics or drafting program. Remember the site plan must be to scale.

- Include all boundary lines and dimensions.
- Label any roads
- Draw all existing & proposed buildings, driveways, gravel areas, decks, pools, sidewalks, steps, etc.
- Label dimensions of all structures.

**Step 4: Check your work for accuracy before submitting it.**




1 square = \_\_\_\_\_ feet