



Department of Planning + Urban Design

Unified Government of Wyandotte County • Kansas City, Kansas

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How to Draw a Site Plan

Introduction

A site plan is a bird's eye view map of your property drawn to scale. The plan shows existing and proposed structures, building additions, pavement and other important information (such as utilities) that is needed to review your project/proposal. The plan allows you to illustrate that you are knowledgeable of the codes that govern your project. It also gives a clear record of your intentions and the City's approval.

Although the use of a licensed professional (architect, surveyor or engineer) is recommended, an applicant can create the necessary plans themselves. If you do decide to prepare the plan yourself, please keep in mind that you are responsible for its accuracy. The following pages are intended to help guide you to create a clear and concise plan.

Gathering Lot Shape and Dimensions

There are several resources you can use to obtain your lot size and dimension. These includes (from most to least accurate):

1. Previously approved Development Plans;
2. Subdivision plats (if your lot was created as part of a subdivision);
3. Paper Parcel maps; and,
4. Dotmaps: The Unified Government's interactive web map service covering Wyandotte County/Kansas City, Kansas. Dotmaps gives you information on geographic features like real estate parcels, streets, landmarks, rivers, streams and it gives you the ability to obtain a rough measurement of those features. <https://www.wycokck.org/Departments/Maps-and-GIS/DotMaps>.

All of these resources (if available) can be found in the Department of Planning and Urban Design. It is important that you confirm the information by actually measuring the property with a tape or wheel.

Useful Tools

- Measuring tape of measuring wheel;
- Graph paper;
- Ruler or scale; and,
- Zoning ordinance for your property

Select Size and Scale

The site plan should be drawn on one sheet of paper that is no less than 8 ½" X 11" in size. The plan should be drawn to a known engineering scale (1"=10', 1"=20', 1"=30', 1"=40', 1"=50', 1"=60') where the distance in the real world corresponds to a distance on the site plan.


Drawing Checklist


A basic site plan includes the following items:


- Property lines
- Existing buildings (Primary and Accessory)
- Proposed buildings
- Driveways and paved areas
- Proposed driveways and paved areas
- Proposed parking
- North arrow
- Existing streets
- Scale indicator
- Site address
- Property owner's name and phone number
- Utility Locations
- Mechanical Equipment (such as an AC unit)
- Any additional information and requirements specific to your site or project

Residential Plot Plan Example

↕ Use arrows to show measurements and distances from proposed buildings to other structures and property lines

 Use solid lines to indicate existing structures

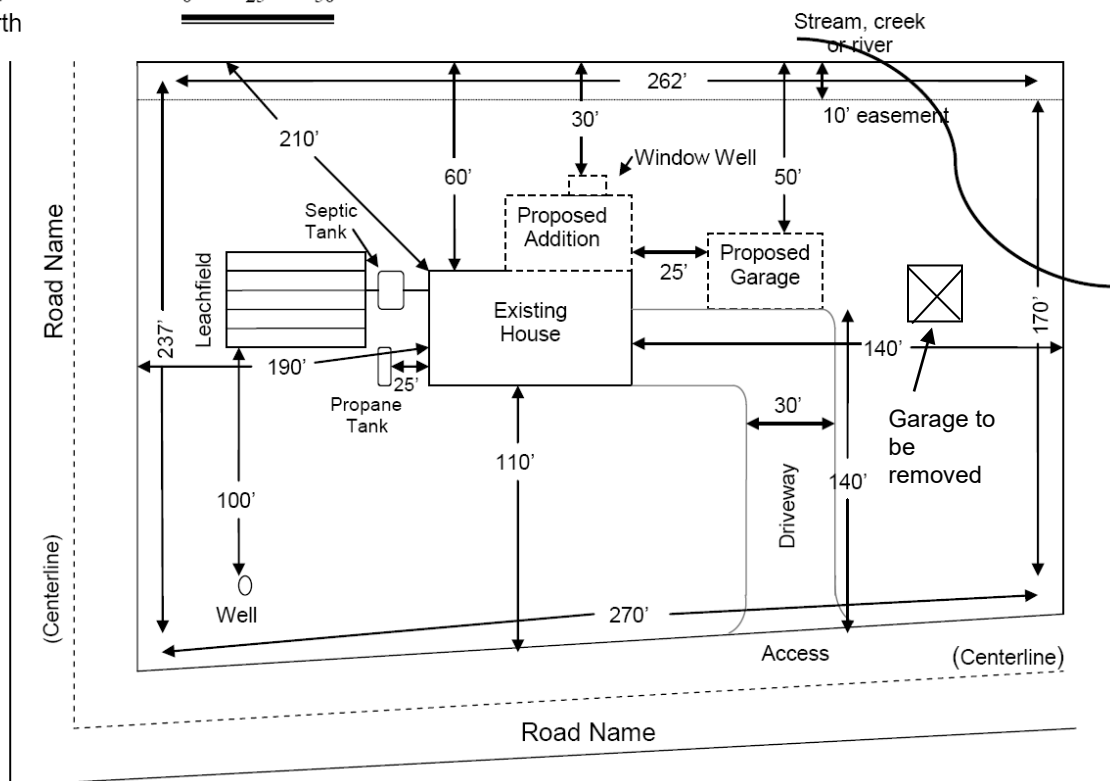
 Use a solid line with an "X" in the middle to indicate structures to be removed.

 Use dashed lines to indicate proposed structures




Scale: 1 inch = 50 ft
0 25 50


John Smith Residence
PT SE1/4 31-7-66 Lot A RE-1223




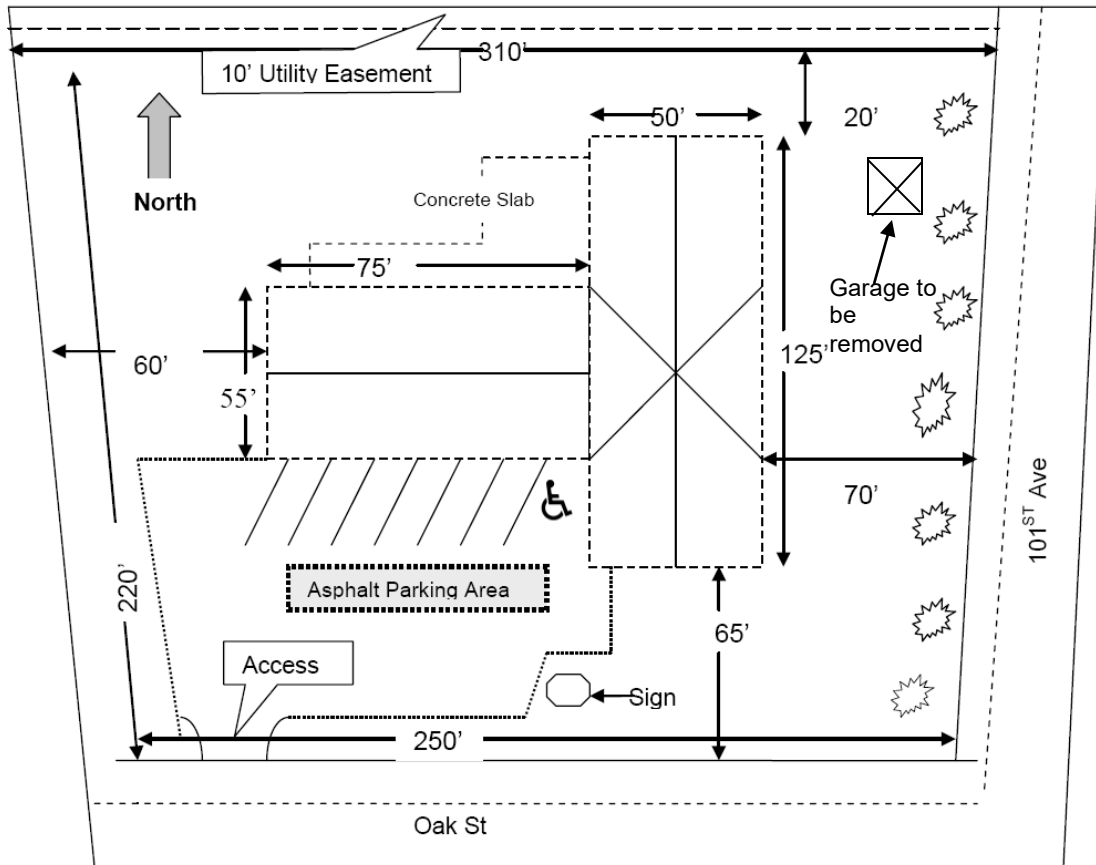
Commercial Plot Plan Example

↕ Use arrows to show distances from proposed buildings to other structures and property lines

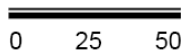
 Use solid lines to indicate existing structures

 Use a solid line with an "X" in the middle to indicate structures to be removed.

 Use dashed lines to indicate proposed structures



Scale: 1" = 50'



Owner:

L&D Enterprises, Inc.
 Lot 3 Blk 7 Sunshine Commercial PUD
 4278 Oak St

