



— Township of —

# SEVERN

Administration Office 1024 Hurlwood Lane, Severn  
Mailing address PO Box 159, Orillia, Ontario L3V 6J3  
Email [info@severn.ca](mailto:info@severn.ca)  
Phone 705-325-2315

## Site Plan Checklist

A site plan must accurately show all elements of the entire property in its current state. If any information is missing from your site plan, the review of your building permit application may be delayed.

- ☐ Property address
- ☐ Property lines and dimensions
- ☐ Compass orientation
- ☐ Location and name of roads and water bodies
- ☐ Dimensions of all existing and proposed structures, including outer dimensions (footprint) and total floor area (finished living space). It can be helpful to use one colour for proposed and another for existing elements
- ☐ Setbacks to property lines from each structure at its closest point
- ☐ Labels and approximate locations of temporary objects, such as a trampoline, undersized shed or trailer etc.
- ☐ Dimensions and location of parking area, spaces and vehicle access
- ☐ Dimensions and location of easements, sidewalks, new and existing driveway entrances at the border of the municipal right of way, curb cuts, retaining walls
- ☐ Dimensions and location of any on-site sewage disposal system and proximity to wells and buildings
- ☐ Location and setbacks of any overhead power lines, water courses and Environmental Protection (EP) lands within the property

## Things to consider

If you choose to draw the site plan by hand, use a ruler, pen, or marker and show the dimensions in metres. This will increase the readability of your submission and will result in a faster review of your application.

**Please note:** This checklist is a guide to general requirements. Additional information may be required based on permit type, location, or other details of each individual permit.

## Staff contact

Administrative Assistant | Building department | Phone: 705-325-2315 x224

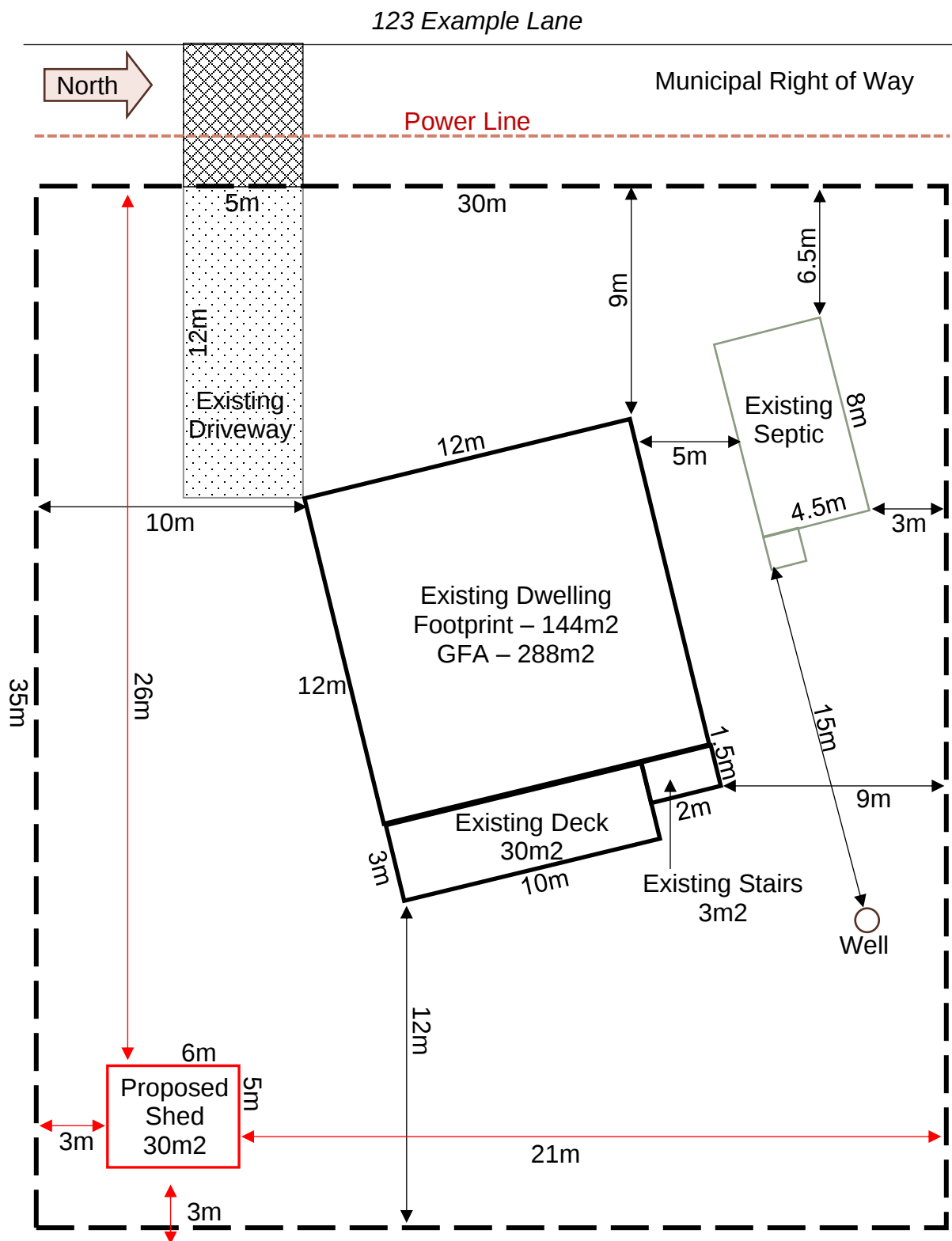
Email: [building@severn.ca](mailto:building@severn.ca) |

[severn.ca](http://severn.ca)



**Site Plan Example**

Legal Description: Lot 1, Plan 123.  
Property Address: 123 Example Lane,  
Severn ON L3V 0Y6



m = meters  
GFA = Gross Floor Area

m<sup>2</sup> = meters squared  
= property line