

**Development
Services
Division**

Building – Fire – Zoning – Code Enforcement
610 South Highland Road Quitman, Georgia 31643
O: (229) – 263 – 5611
<https://brookscountyga.gov/development-services>

Site Plan Affidavit

I _____ hereby affirm that
(Print name of Design Professional, Contractor, Owner)

the site plan submitted for the proposed project at

(Project Address)

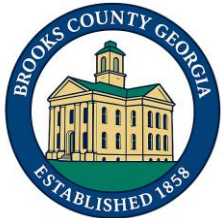
is true and correct representation of all easements and
structures, existing and proposed, located on this lot as of

_____.
(Date)

Signed By: _____ Date: _____
(Signature of Design Professional, Contractor, Owner)

For Office Use Only
Permit Number: _____

Reviewed by: _____
| Submittal Date: _____



Site Plan Information/Questions

What is a Site Plan & Why is it required?

A Site Plan is a scale drawing of your property that shows the size and configuration of your property and the size and precise location of manmade features (buildings, driveways, sidewalks, utility lines, walls, or fences) on the property. Site Plans show both what currently exists and what changes you want to make.

Having a clear site plan helps us approve your permit faster, prevents costly problems during construction, and makes sure your project follows local laws. A site plan shows how your project fits on your property so we can confirm it is **safe, legal, and buildable** before work begins.

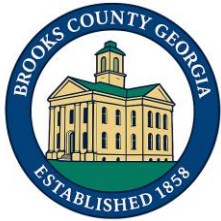
When do you need to prepare a Site Plan?

You will need to prepare a Site Plan for most applications that change how the property will be used or for building something on the property. For example, site plans are required when you apply for but not limited to:

- Building Permits to build an addition, new structure, alter the roofline or do other exterior remodeling.
- New or replacement walls or fences.
- A variance to Zoning Code requirements such as setbacks or lot coverage.

How do I prepare a Site Plan?

1. Determine the property boundaries. The dimensions of your parcel can be found on the Brooks County Tax Assessor's website at: <https://qpublic.net/ga/brooks/>
 - a. Once on website, click on "Search Records" at top of page under the address/contact information
 - b. Search for your property by one of the following ways provided on the website.
2. Determine the location and dimensions of all structures and other physical features to be shown on the Site Plan.
3. Using a tape measure or other appropriate accurate measuring tool, measure the size (not including height) of all buildings on your property as well as other important man-made structures (carport, garden shed, driveways, decks, walls, fences, etc.).
4. Draw the site plan to scale to ensure proportionality and accuracy.
5. Check the drawings and make copies. At least two copies are usually required. Check with the Development Services Division for requirements.
6. For room additions or other larger projects, we may require a professional site plan.



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Site Plan Requirements

A Site Plan must include the following (existing and proposed):

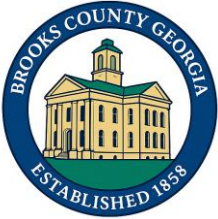
| # | Check List | Checkmark |
|-----|---|-----------|
| 1. | Property lines and property dimensions. | |
| 2. | Dimensions and square footage of all buildings and structures including the main house, garage, second or senior units, porches, decks, patios and sheds. | |
| 3. | Dimensions of all parking areas and driveways. | |
| 4. | Fences and walls, with height labeled. | |
| 5. | Roof overhangs, bay windows, chimneys. | |
| 6. | Show names of bordering street(s). | |
| 7. | Identify the use of all existing and proposed structures including the number of stories. | |
| 8. | Identify the use of all existing and proposed structures including the number of stories. | |
| 9. | Include north arrow. | |
| 10. | Show and identify easements. (Electric, water, gas, etc.) | |
| 11. | Proposed well, septic, and drainage | |
| 12. | Setbacks from property line & existing/proposed developments | |
| 13. | Information box to include the following Name, parcel #, phone number, email, date, stamped if by design professional | |
| 14. | Plans are to be drawn up neatly and must be legible. | |

***You do not have to use** the template that is provided, the template is designed to save time and money, the applicant can use it if they would like. The submitted site plan must be legible, neat and have all the following requirements, some site plans may have some of the items on the list, if it is not applicable to that project, just put “ N/A ”.

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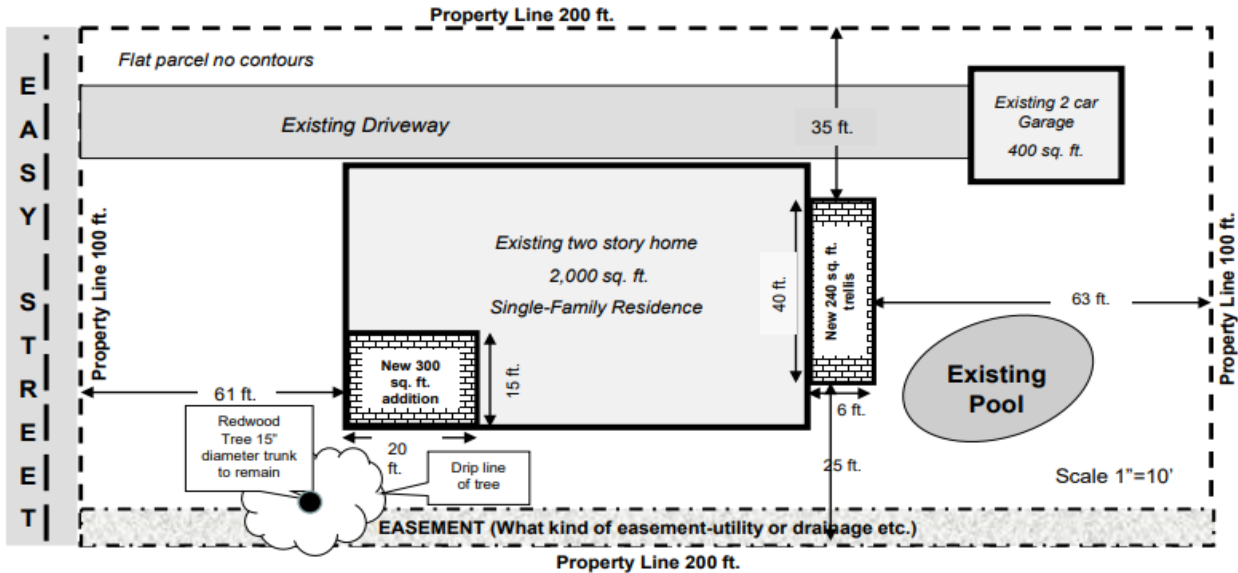


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Site Plan Examples

*Note: All dimensions shown on this sample plan are for reference only. Your site plan must show the actual dimensions and setback information for the lot located at the address reference.



Description of proposed work:

300 sq. ft. bedroom addition
240 sq. ft. trellis

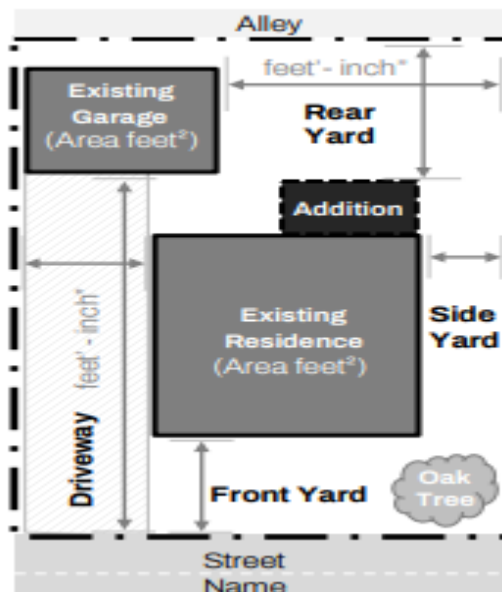
Property Owner Name: John Doe

Project Address: 123 Easy Street, Anywhere, USA

Lot size: 20,000 sq. ft.

SITE PLAN (EXAMPLE ONLY)

A **Site Plan** shows the entire parcel of land and all existing and proposed development on the parcel.



PROJECT INFO:

Project Address:
Parcel APN #:



Scale
1/8" = 1'-0" (Arch.)
or 1:10 (Eng.)

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Permit Number: _____ | Submittal Date: _____

Reviewed by: _____



Does Not Need to be to scale but show exact Measurements

Address

Property Information

| Property | Sq Ft |
|----------|-------|
|----------|-------|

Under Roof Total Sq Ft

Zoning Signature

A full-page sheet of graph paper featuring a uniform grid of small squares formed by dashed black lines on a white background. The grid covers the entire area of the page, leaving no margins or additional markings.