

## Code Enforcement

May 11, 2010

Memo to All Licensed Professionals Regarding Requirements for Site Plans & Surveys

Recent changes to Village Code, the FEMA Maps and the practices of this department compel us to now require that all surveys be current (i.e., within one calendar year of the date of application/submittal) and that the following information to appear on each and every survey or site plan submitted to this office:

1. Lot Area (in both acreage and square feet)
2. The permitted Building Envelope
3. Lot Coverage
4. Gross Floor Area Calculation (which may be noted as taken or provided by another licensed design professional)
5. Gross Floor Area Calculation for each and all detached accessory structures (which may be noted as taken or provided by another licensed design professional)
6. All drainage structures (i.e., drywells & sanitary systems)
7. All parking areas (pervious, impervious or available [for residential properties, if not actually improved])
8. Any fence, retaining wall, pool enclosure system, areaways, air conditioning condensers, generators, pool equipment/pool equipment enclosures and the like, as they all constitute a structure as defined in our code
9. Maximum and Actual Heights for both primary and accessory structures
10. For any parcel in any approved subdivision (minor or major), any easement or restriction whatsoever
11. For any parcel using alternative set back relief, the complete calculation of same (which may be done on a separate drawing for the sake of clarity) – please note that the calculations for flag lots have changed, specifically that the calculation now excludes the lot area in any strip of land with a width of 30 feet or less affording street access to a lot. It is important to note that the flag strip is still used for purposes of calculating maximum lot coverage as well as maximum gross floor areas (principal and accessory).
12. Any wetland flagging (current to within one year from date of survey/application/submittal), 20 foot contour line or Coastal Erosion Hazard Area line if/as applicable.
13. All elevation information should be provided and noted as using the North American Vertical Data of 1988 (NAVD 1988). Converted information may be accepted but must be clearly distinguished as such.
14. All surveys and site plans should indicate the flood zone and the FIRM Panel used to determine the Zone. Surveys or site plans for properties with identified special flood hazard areas (SFHA) or otherwise protected areas (OPA) should provide all of the relevant information required for compliance confirmation.

We will also be more diligent in requiring elevation certificates (FEMA Form 81-31, last revised 2/2006) for all properties located in flood insurance Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, and AR/AO. Your anticipated cooperation in this regard is appreciated. Please do not hesitate to contact us should you have any question, comment or concern.

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Code Enforcement Officer

Daniel A. Reichl  
Code Enforcement Officer