

**INSTRUCTIONS FOR PREPARATION  
OF  
SITE PLAN FOR OUTDOOR WOOD-FIRED FURNACE**

1. A site plan must be submitted with all outdoor wood-fired furnace permit applications. The cost of the application includes the cost of the site plan.
2. A site plan need not be prepared by a surveyor, engineer or professional draftsman. **However, the site plan must be neatly prepared and clearly depict the information requested.** North is at the top of the page. The site plan must be submitted on a sheet of paper no smaller than the size of these instructions (8 ½ x 11).
3. The site plan must depict the following information:
  - A. The location(s) and name(s) of all adjacent public roads.
  - B. The location of current buildings or structures already on the property.
  - C. The location of any proposed outdoor wood-fired furnace, including the height of the chimney.
  - D. Distances between the proposed construction and: all adjacent lot lines, all adjacent easements or right-of-way lines, and all current buildings/structures now located on the property. It must also depict any houses and or buildings of adjacent properties.
  - E. Additionally, if there are any creeks, streams, ponds, lakes, wetlands, or other water ways on or adjoining the property, these must be located, and distances between these and the proposed construction must be shown.
4. The site plan must be signed and dated by the person signing the application.