Property Layout Checklist

A property layout depicting the proposed construction on the property is required. This allows for the location of the construction to be established and assists zoning to ensure that all the requirements under the zoning by-law for the zone designation of your property is complied with.If any information is missing from your site plan, the review of your building permit application may be delayed.

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

A survey or hand drawn depiction of your property with the following information is required. Please note North Perth does not keep records on surveys.

Please note: This serves as an initial guide for the permit application process. Each application is unique and may require more or less supplemental information. Additional information may be required based on permit type, location, or other details of each individual permit.

Property address

Property lines and dimensions

Location of roads and water bodies, water culvert and ditches

Existing structures and buildings

Proposed construction

Overall building dimensions including height of structure(s)

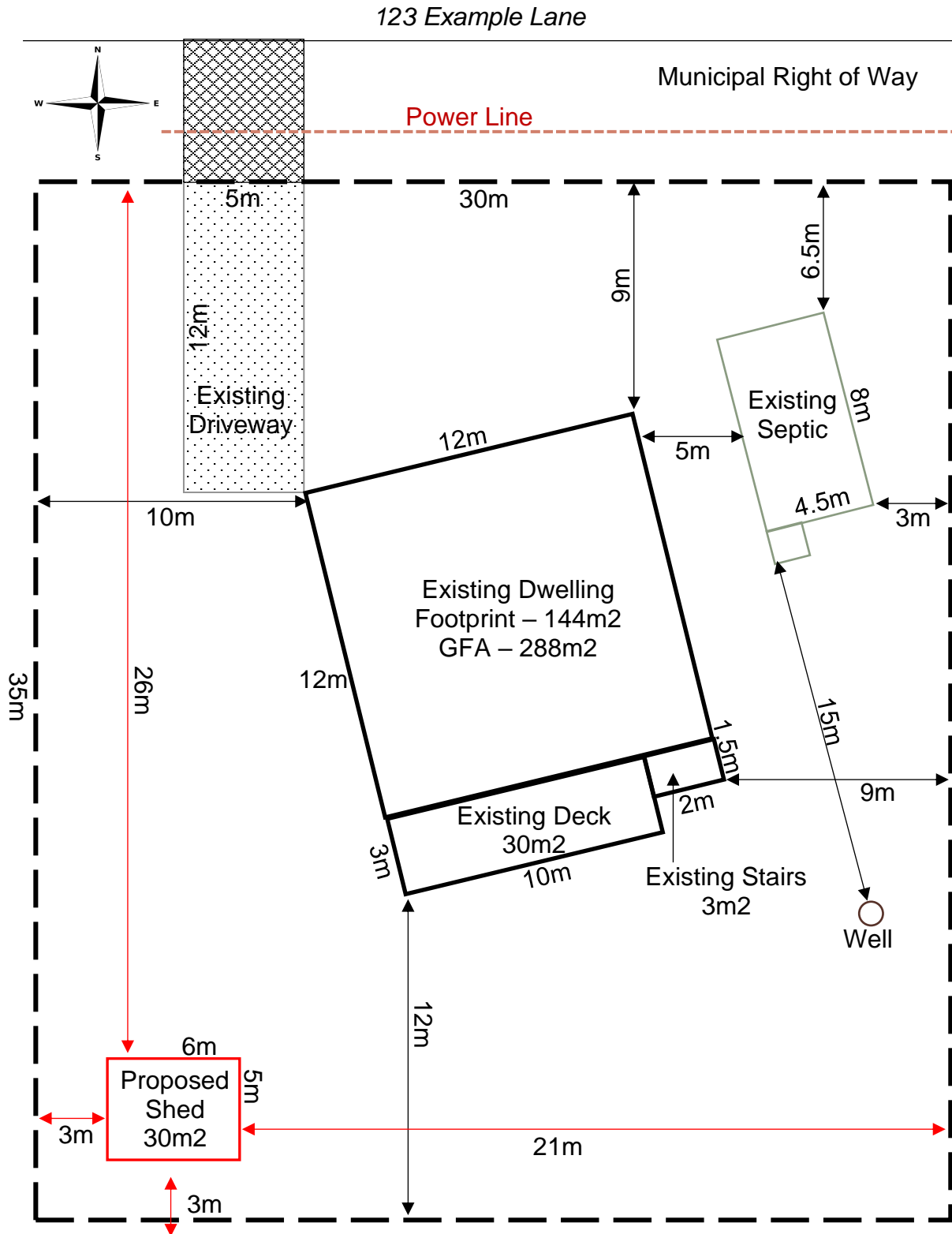Setbacks to all property lines from existing and proposed structure(s)

Dimensions and location of parking area, spaces and vehicle access

Dimensions and location of easements, sidewalks, new and existing driveway entrances

Dimensions and location of any on-site sewage disposal system and proximity to drinking water wells and buildings

Hand Drawn Property Layout Example

123 Example Lane

Municipal Right of Way

Power Line

N
W E
S

5m

30m

9m

6.5m

12m

Existing
Driveway

Existing
Septic

8m

10m

12m

5m

4.5m

3m

Existing Dwelling
Footprint – 144m2
GFA – 288m2

35m

26m

12m

15m

1.5m

9m

3m

Existing Deck
30m2

2m

Existing Stairs
3m2

10m

12m

Well

6m

Proposed
Shed
30m2

5m

3m

21m

3m

m= meters
m2= meters squared
- - - = property line

Please note drawing can be submitted using imperial
OR metric not both.

Digital Property Layout Example

Perth County has created an online web map that enables you to measure property boundaries, distances between buildings, and visualize the proposed project footprint. You can use this tool to generate a digital site plan for permit submission, ensuring that all required information is included on the plan.

Please be aware that the property lines displayed on GIS are only approximate; a survey may be necessary for precise measurements.

You can access the map at https://www.perthcounty.ca/en/living-here/gis-maps.aspx under the "Perth County Interactive Map" section.

GIS Map Guide

How do I find my property?
There are a few ways to find your property. The following are three options:

Option #1: Click on the "I want to…" menu and select either "Search by Address", "Search by Roll Number", or "Search by Lot & Concession".

Option #2: Click on the toolbar icon on the far right of the map viewer. Click on the tab "Search and Tasks" and select either "Search by Address", "Search by ARN", or "Search parcel by Lot & Con".

How do I draw or add text to the map?
You can add many custom shapes to the map, including text. Some of the shapes are known as 'Points', 'Lines', and 'Polygons' but there are many others to choose from.

Expand the toolbar by clicking on the toolbar icon, located at the top-right corner of the map

Select the "Draw and Measure" tab in the toolbar

Click on the drop-down arrow beside the "Point" tool for all shape and text options

Select a shape or text

Follow the on-screen instructions at the bottom of the map to draw the shape on the map

How do I change the style of my drawing?
Navigate to the "Draw and Measure" toolbar

Activate the drawing (or measure) element – it will be highlighted once active

Select the Styles option that appears

A window will open that lets you customize the style of your drawing

Depending on the drawing type (point, line, polygon) the options will change

How do I measure the area of my property?
Open the toolbar by clicking on the tool icon, located at the top-right corner of the map

Click on the "Draw and Measure" tab to open the toolset

Click on the drop-down arrow beside the tool with the ruler and select the "Polygon" tool

Follow the on-screen instructions from the bottom of the map