



SITE PLAN MINIMUM REQUIREMENTS

The following is a list of minimum requirements that your site plan should meet:

Property Overview	Provide a key that indicates
Show locations of structures, fire lanes, streets, alleys, and fencing.	The direction of north
Fencing must indicate location of exits and gates.	What areas will be used for the event
Show the foot print of any building, location of building exits, sidewalks, and pathways.	Any special notes applicable to the event.
Building Overview	Provide details of the event layout
Floor plan of the building including the direction of door swings.	Location tents or temporary structures including dimensions
Furnishings that will be used for the event	Food trucks, vendors and merchandise areas
Location of Fire Extinguishers	Size and location of any stages
Location of exits to the outside	Any other specific details of the layout for the event