

PLOT PLAN REQUIREMENTS



April 2016

What is a Plot Plan?

A plot plan is an accurate, scaled drawing illustrating the following:

- Property's dimension and shape
- Location of roads
- The relationship and precise location of man-made features on the property (buildings, structures, driveways)
- Natural water features (creeks, streams, rivers, lakes)

Plot plans show what currently exists on the site **and** the physical changes you plan to make to the site.

A Plot Plan is required when submitting a building permit application for:

- * Residential Buildings
- * Commercial Buildings
- * Accessory Buildings
- * Decks, Porches, Gazebos, & Awnings
- * Garages (attached and detached)
- * Pole Barns
- * Storage Buildings larger than 120 sq. ft.

Plot Plan Basics

1. DRAWN TO SCALE

Like a map that depicts a 10-mile stretch of highway with a 1 inch line, a scaled plot plan represents the relationship between the actual property and its size on paper.

Common measures of scale for plot plans:

Scale 1" = 10' 0  10 ft
Scale 1" = 100' 0  100 ft

- Include an arrow showing **North** 

2. PLOT PLAN PAPER

- Minimum Size 8½" x 11"
- Maximum Size 24" x 36"
- Larger parcels of land may require multiple sheets of paper.

3. PROPERTY DIMENSIONS

- Draw and label property lines and length
- Indicate if property is a corner lot and label all roads

4. EASEMENTS and RIGHT of WAY

- Show easements, e.g., utility, drainage landscape, access.
- Structures cannot be built in, over or under ANY easement or right-of-way.

5. ROADS, STREETS, ACCESS

- Named and unnamed roads (public, private, county roads & state highways)
- Driveways, existing and proposed
- Vehicle parking area

6. SETBACKS

Q. What are setbacks?

A. *"The distance, measured perpendicular or radial, from a property line or right-of-way line between a building and the property line or right-of-way line."*

Q. I'm getting ready to submit my building permit application. How can I find my setbacks?

A. Setbacks vary depending on several factors like right-of-way width. Contact City Hall @ 983-1380 to request a locate.