



Plot Plan Instructions

FAILURE TO INCLUDE ALL INFORMATION IN THIS CHECKLIST WILL RESULT IN A DELAY OF YOUR PERMIT OR APPLICATION REVIEW.

The following information and elements must be on your plot plan map. **The Plot Plan MUST be drawn on white paper that is 8½" x 11". Multiple pages may be used.** Please verify that your plot plan contains each of the following elements listed below.

General Information

1. Owner's name, address and phone number
2. Assessor's map and tax lot number
3. North arrow
4. Scale – using standard engineering scale
5. Accurate shape and dimensions of parcel or development site. Draw the property lines in a solid black line
6. Lengths of all property lines
7. Any adjacent public or private roads, all easements and/or driveway locations – including road names
8. All natural features on the entire property, which may include but are not limited to creeks, rivers, ponds, lakes, wetlands, ravines, and slopes.
9. Driveway location and parking areas – including the distance from at least one property line to the intersection of the driveway and the road (apron area)

Existing Structure(s)

1. Clearly label *all* existing structures on the property and indicate if these structures will remain or be removed. Existing Structures include: all commercial and non-commercial buildings, dwellings, shops, garages, barns, porches, barns, equine facilities, sheds, propane tanks, pump houses, etc.
2. Show distances to all property lines. If you have a large property you may want to submit a insert map.
3. Location of existing water source (ie. well, lake, pond, etc.) and distance from property lines and development.
4. Location of existing sewage facility (ie. tank, lines, replacement area, etc.) and distance from property lines and development.
5. Show the distances from all Natural Features to the existing development.

Proposed Structure(s)

1. Location of proposed structure showing distances to property lines and natural features. These proposed structures can be shown by dashed lines. Indicate dimensions of structures.
2. Distance of proposed development from roadways, water sources and sewage facilities.
3. Location of the proposed structure from existing development.
4. Direction and location of all slopes.
5. Location and dimension of all proposed water sources and sewage facilities.
6. Confirm that all setbacks have been met for the proposed development and project

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Sample Plot Plan

1" = 40'

