



## HOW TO PREPARE A RESIDENTIAL PLOT PLAN

This handout describes how to prepare a typical plot plan for construction related to Single Family. With the exception of minor interior alterations, all plans submitted to the Building Division for a building permit should include a plot plan.

The Community Development Department has handouts that show construction techniques for miscellaneous structures such as Patio Covers, and Retaining Walls. These handouts may be used in lieu of construction plans when attached to a properly prepared plot plan. The following information will explain the requirements necessary to produce an acceptable plot plan.

### PLOT PLAN

A plot plan is a drawing that shows the entire construction site and all structures on the site, existing and proposed. This plan must be legible and drawn to scale, and the scope of work must be clearly defined. Information regarding a particular lot may be obtained from the Planning Division. After a permit is issued and the project is completed, the Building Division maintains microfilm or digital copies of the plans. We request that the plans be drawn large enough and clear enough for microfilming/digital copying. Plot plans shall be drawn to a scale of not less than 1/8" = 1'-0" on sheets not less than 11"x17" with sufficient residual blank spaces on each sheet for the application of the of the City's approval stamps.

For an example of a Plot Plan see **Page 2**.

The illustration shows several different types of additions and miscellaneous structures. Also noted is a list of all items required to be shown on the plot plan.

#### **Required Items:**

1. Property lines (boundaries) with dimensions.
2. Exteriors dimensions of all proposed building, additions and structures, with dimensions to property lines measured from the nearest point on wall, column or post. Also, architectural projections such as bay windows, fireplaces, etc. are to be similarly dimensioned.
4. Dimensions and location of any easements.
5. Name and address and phone number of the property owner.
6. Address of the construction site.
7. North arrow and scale.

# Example Plot Plan

