Plot Plan Checklist – Large Project

Plot Plans are required for many City of Arcata permit applications, such as a Use Permit, Grading Permit, and Design Review Permit. However, not all of the information listed here may be required for your specific project. **Discussing your project with a Planner <u>before</u> submitting your application is important** – we want to keep the permitting process as simple and low cost as possible. **Incomplete or inaccurate information will cause a delay in processing your permit.**

Submit 8 paper copies and an electronic PDF file of the Plot Plan (the PDF can be emailed or delivered on a flash drive or CD). A sample Plot Plan can be found on page 3. Please note that additional copies may be required if the project requires review by other City departments or agencies. Plot Plans must be:

- To scale (use a standard architect's or engineer's scale) with dimensions
- Detailed, complete, accurate, clear, and assembled (collated, stapled, and folded)

Land Use Code for certain some items is cited for your information. You can read the Arcata Land Use Code in detail at http://www.codepublishing.com/ca/arcata/.

You will not need to provide information for any items that are not applicable to your specific project. Speak to a Planner to be sure. Otherwise, provide all information indicated below. ***Check boxes are provided for your convenience.***

BASIC PLOT PLAN INFORMATION

- ☐ Property address and Assessor's Parcel Number(s)
- ☐ Name, address, phone number, and email address of the Applicant
- ☐ Name of designer and contact information
- ☐ North arrow and date of drawing
- ☐ Scale of drawing
- ☐ All property lines with dimensions
- ☐ Identification of adjacent streets, alleys, and other public property by name and dimensions (include storm drains, curbs, gutters, and sidewalks)
- ☐ Location and dimensions of all existing and proposed easements of record

STRUCTURE INFORMATION

- ☐ Structures labeled as "Existing" and "Proposed" with the following information:
  - ☐ Shape of all structures with dimensions and yard setbacks
  - ☐ Size in square feet of each structure
  - ☐ Height of each structure
  - ☐ Identification of porches, decks, walkways and patios
  - ☐ Identification of roof overhangs, bay windows, chimneys and other architectural features
  - ☐ Existing and proposed use of each structure

SURFACE AND UNDERGROUND INFORMATION

- ☐ Location and dimension of all existing and proposed access drives, off-street parking, bicycle parking and loading spaces (inside and outside of garages), driveways, turnaround areas and other impervious surfaces – label the type of surface
- ☐ Existing and proposed utility lines and facilities with sizes and capacity (electric, gas, phone, sewer, water, cable, etc.)
- ☐ Location of recycling and solid waste collection areas.
- ☐ Landscaped areas with an indication of vegetation to be removed (see §9.34 and Landscape Checklist)
- ☐ Proposed grading and/or fill (estimate volume) – include sediment and erosion control measures as applicable (§9.64)

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AREAS SUBJECT TO FLOOD AND OTHER HAZARDS

- ☐ Areas subject to inundation or flooding (§9.60):
  - ☐ Creeks, rivers, sloughs, ponds, wetlands, and other drainage courses (§9.59)
  - ☐ Natural area (if applicable) with dimensions and setbacks to structures (§9.52)
  - ☐ Ground elevations and contour lines for sloping sites or where earth grading is proposed
  - ☐ Direction of existing and proposed surface water runoff
  - ☐ Historical buildings and known archaeological resources, scenic areas, and protected landscape features
  - ☐ Clear identification of exactly what work is to be completed, including changes that are proposed to the physical features of the site or to existing structures
  - ☐ Written or graphic description of project conformance with §9.54 Resource Conservation and §9.56 Solar Siting requirements
- ☐ Other natural hazard areas

ZONING & PROJECT INFORMATION *Enter NA for items not applicable to your application*

				Existing	Proposed
Parcel Zoning					
			Lot Area (SF)		
			Number of Dwelling Units		
		Existing	*Proposed*		
Square Footage of All Structures:	Primary Structure				
			Totals →	0	0
		Existing	*Proposed*		
Area of Site Coverage (SF):	Primary Structure				
			Totals →	0	0
	Area of Landscaping (SF)				
	Area of Driveway + Off-Street Parking (SF)				
	Number of Parking Spaces				
	Number of Loading/Unloading Spaces				
	Number of Bicycle Parking Spaces				

The requirements above are subject to changes or additions. Applications may also require additional information.

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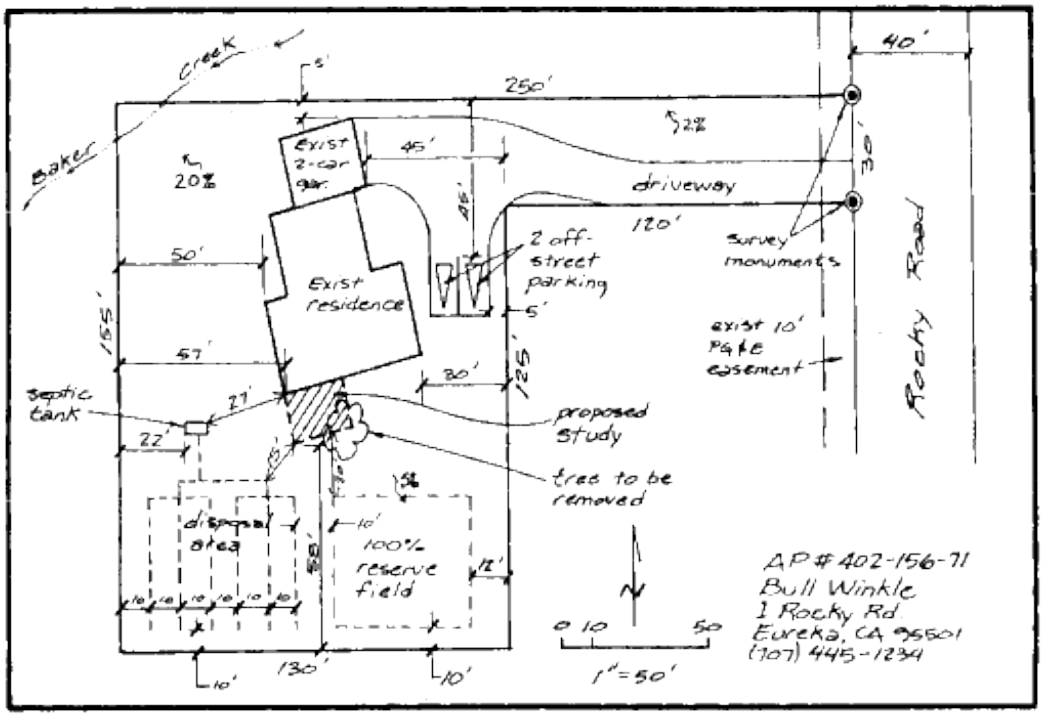
SAMPLE PLOT PLAN