



Plot Plan Checklist

Drawing a Plot Plan

A plot plan should be as neat and clear as possible and must include all of the elements listed below. The plot plan must be drawn no smaller than 8 ½" X 11" and no larger than 24" X 36".* The plot plan must show the entire subject parcel with dimensions. **Delay in permit processing may result if a plot plan, which does not include all of the required information, is submitted. Check off the elements to ensure that they are all included.**

Necessary plot plan elements

- Name and address of the property owner.
- Name of project or developer, if applicable.
- Address of the property (if different from owner's address) and Assessor's Parcel Number(s).
- North arrow and date of drawing.
- Identification of the drawing's scale. Any of the scales on a standard architect or engineer scale are acceptable.**
- All property lines with dimensions.
- Identification of adjacent streets, alleys and other public property by name (including storm drains, curbs, gutters, and sidewalks).
- Location and width of all existing and proposed easements of record.
- Structures labeled as "existing" and "proposed" with the following information:
 - Shape of all structures with dimensions
 - Size in square feet of each structure
 - Height of each structure
 - Structure location with dimensions of all yard setbacks, and note of any Reduced Setback Agreements that are applicable
 - Porches, decks, walkways and patios
 - Roof overhangs, bay windows, chimneys and other architectural features
 - Existing and proposed use of each structure
- Location and dimension of all existing and proposed on-site parking and loading spaces (inside and outside of garages), driveways, turnaround areas and other impervious surfaces. Also label the type of surface.
- Existing and proposed utility lines and facilities with sizes and capacity (electric, gas, telephone, sewer, water, and cable TV).
- Landscaped areas with an indication of vegetation to be removed.
- Proposed grading and fill (estimate volume).
- Area subject to inundation or flooding.
- Creeks, rivers, sloughs, ponds, wetlands, and other drainage courses.
- Natural area (if applicable) with dimensions and setbacks to structures.
- Ground elevations and contour lines for sloping sites or where earth grading is proposed.
- Direction of surface water runoff.
- Historical buildings and known archaeological resources.
- 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.
- Complete the table on the back of this checklist.

*Please note that staff can only reproduce pages that are 11" x17" or smaller.

**Please consult with staff if you are not familiar with an engineer or architect scale.

LAND USE ZONING PROJECT INFORMATION

Zoning	
Total lot area	
Total foot print area of existing structures	
Total floor area of existing structures	
Total area of existing parking and driveway	
Total number of existing parking spaces	
Total foot print area of proposed structures	
Total floor area of proposed structures	
Total area of proposed parking and driveway	
Total number of proposed parking spaces	
Total area of open space (area not covered by buildings, driveways, or parking)	
Total area of landscaping	
Total impervious surface area	

I acknowledge that I have provided all the information required for a complete Plot Plan, and also acknowledge that incomplete or inaccurate information will cause a delay in permit processing.

X _____
Property Owner (s) or Authorized Agent