



HOW TO PREPARE A RESIDENTIAL PLOT PLAN

The Building Division has handouts for various construction projects relating to patio covers, 2nd story decks, 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:

WHEN DO I NEED TO SUBMIT A PLOT PLAN?

A plot plan is required for all construction projects related to Single Family Residences with the exception of minor interior alterations, all plans submitted to the Building Division for a building permit requires the submittal of a plot plan.

Typical work requiring the submittal of a site plan includes:

- Room additions, garage, and carports additions
- Kitchen and/or bath remodels
- Decks, patio enclosures, exterior covers
- Garage conversions
- Swimming pools and spas
- Installing or changing out windows/doors
- Fences, retaining walls (when permit required)
- HVAC change-outs
- Site work involving installation of underground electrical and gas lines

INFORMATION ON PLOT PLAN

A plot plan is an accurate, scaled drawing or map of a piece of property showing the size, shape and the precise location of man-made features (buildings, structures and driveways) on the property. The plot plan allows the property owner, the builder and the building inspector to verify the true location of any proposed structure(s); further, the plot plan allows the plan check staff to ascertain any proposed new work is located within the setback dimensions according to the adopted codes.

QUANTITY

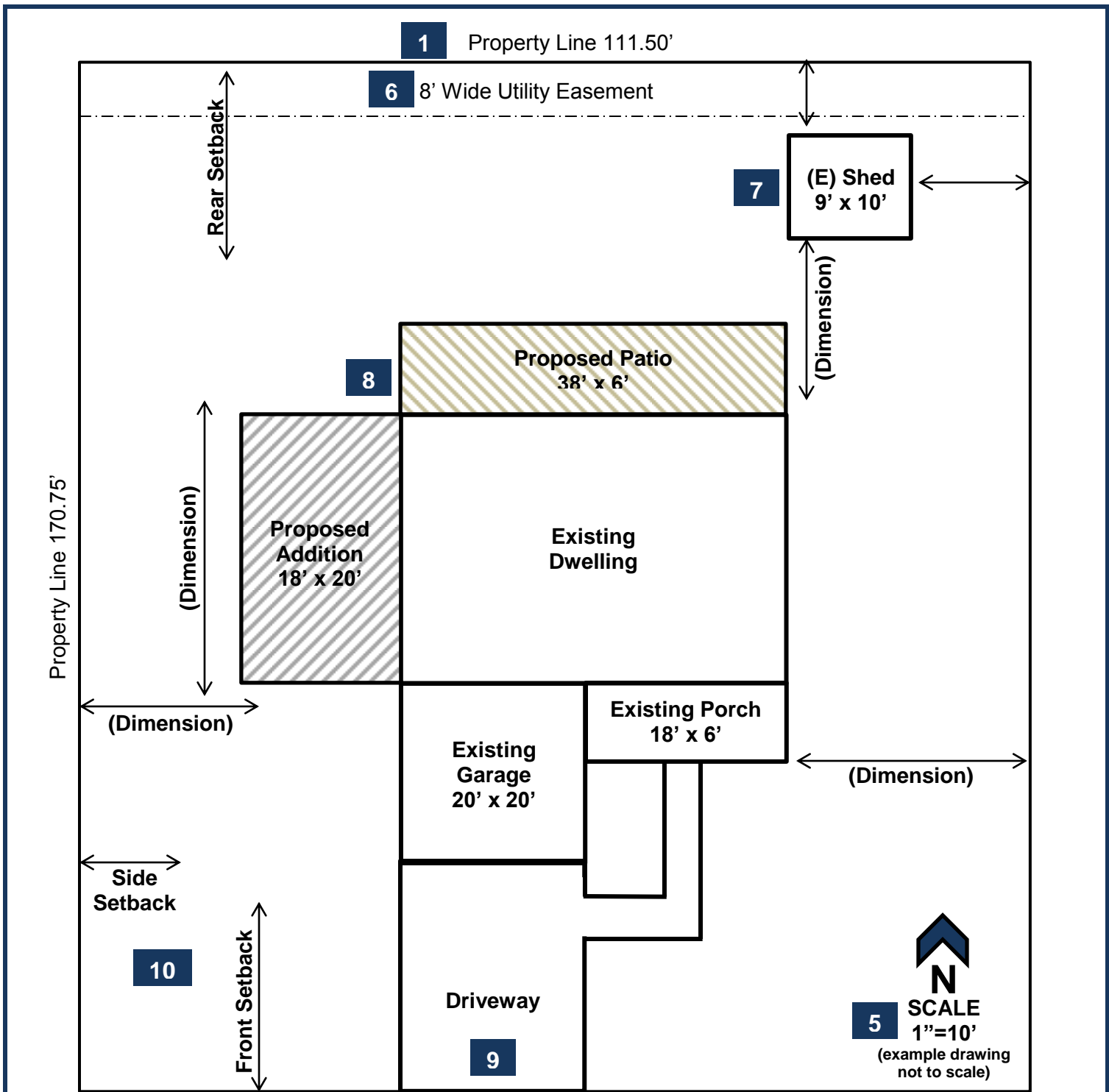
Three (3) plot plans are typically required along with any accompanying drawings (floor plan, foundation, elevations, framing plan, etc).

CHECK LIST

The check list below is a guide to help homeowners/designers verify the required information is included on the site plan. Please be aware lacking these items may delay the plan check review process.

1. All property lines clearly identified and accurately scaled and dimensioned.
2. Owner's name and address
3. Assessor parcel number, lot & tract number
4. Street name, driveway, sidewalk, landscaping
5. Drawing scale, north arrow
6. Easements, both public and private
7. Label and locate existing buildings and other physical structures
8. Label and locate proposed additions, retaining walls and other physical structures
9. All existing and proposed flat work (impervious systems) such as driveways, sidewalks, walkways, pool decks, etc.
10. Setback distances to property lines, easements and distances to other structures
11. For additions and remodels provide the additional:
 - Lot square footage
 - Existing and proposed floor area square footage
 - Total square footage of existing and proposed floor area
 - Remodel square footage
 - Lot coverage tabulation by structures (lot coverage by structures shall not exceed 40%)

A sample illustration is included on the next page listing a similar numbering system.



----- Street Name -----

PLOT PLAN
(Sample Only)

2/3 Property Owner's Name
 Property Address
 A.P.N. (Assessor Parcel Number)
 Scope of work: Addition of 360 SF and
 (N) 228 SF patio at rear of (e) dwelling
 Lot Area and Lot Coverage Percentage

11