

PLOT PLAN INSTRUCTIONS

- Sketch your property and existing improvements to decide what scale to use.
- Draw a plan view of your property to scale (i.e 1 inch=20 ft). Show side, front, and rear property lines with their dimensions. Show any easements as listed in your title report or assessor's map book. (City has a copy).
- If your property has a corner, name both streets.
- Draw a north arrow and indicate scale used under arrow.
- If there are structures on your property, do the following:
 - Locate all existing structures on your property, residence, utility building of other accessory structures
 - Show the use of all structures. Examples: two-car garage, residence, shed, swimming pool/ spa etc.
 - Locate proposed new addition and /or structure.
 - Show dimensions of exterior walls of new addition and /or new structure.
 - Show roof slopes and site drainage to approved location (preferably to front of property and street).
- Indicate the use of each new addition and/or structure. Examples: garage, carport, patio cover, utility building, etc.
- Show and clearly label existing and proposed drainage patterns including location of new drains
- Check with the Planning Division for zoning and lot coverage information prior to submitting to the Building Division.