



HOW TO DRAW A PLOT PLAN

DEVELOPMENT SERVICES



What is a Plot Plan?

A “plot plan” is an accurate drawing or map of your property that shows the size and configuration of your property and the size and precise location of most man-made features (i.e. buildings, driveways, utility lines and walls or fences, and town-protected trees) on the property. Plot plans show both what currently exists on the property and the desired changes.

When do you need to draw a Plot Plan?

Plot plans are required to accompany most applications that change how the property will be used or that are needed in order to construct something on the property. Plot plans are required when you apply for building permits to build an addition, a new structure, alter a roofline or do other exterior remodeling.

What does a Plot Plan show?

A plot plan must contain the following information:

1. Name and address of the owner of the property
2. Address of the property (if different from the owner’s address)
3. The location and dimensions of all parking areas and driveways (existing and proposed)
4. Identification of adjacent streets (by name), alleys or adjacent public property.
5. Any easements that cross the property or other pertinent legal features
6. A north arrow
7. Identification of the drawing’s scale (1” = 20’) using a scale bar
8. The property lines and property dimensions, metes and bounds information
9. Location, sizes and shape of any existing structures on the site
10. Location, sizes and shape of any new structures proposed for construction
11. Dimensions showing front, side and rear yard setbacks, size of structures, paving, porches & decks
12. Roof overhangs and other architectural features such as bay windows and chimneys
13. Identification of the scope of work, including the changes that are proposed to the physical features of the site or existing structures
14. Creeks, drainage ditches, and surface water lines
15. Ground elevations & contour lines for sites with a slope of 20% (5:1) or greater, or where grading is proposed
16. For trees with a diameter > 10”: location, species, variety, & trunk diameter measured at 54” above grade. Show extent of tree canopy and dripline
17. Any proposed retaining walls, with top and bottom elevations. Label overall wall height.

How to prepare a Plot Plan

Step 1. Determine property boundaries. This may require a survey by a licensed surveyor.

Step 2. Determine the location of all structures and other physical features to be shown on the plot plan. You will have to measure the size (not including height) of all buildings on your property as well as other important man-made structures (carport, garden shed, driveways, decks etc.).

Step 3. Draw the plans to scale on 24”X36” sheets.

Step 4. Check the drawings and make copies. Usually, you will be required to bring in at least three copies; check with the Building Division for requirements.

Please contact the Development Services Department at (925)314-3310 with any questions.