

Drawing Zoning Plot Plans

WHAT IS A PLOT PLAN?

A plot plan is drawn to scale showing the entire property, including all property lines, with the existing and proposed structures, including parking.

WHY IS A PLOT PLAN REQUIRED?

Anytime a structure is altered, changed, or added to a property (fence, shed, parking, addition, house, etc.) an accurate plot plan or professional survey is required to determine if the project meets all Zoning and building code requirements. Food Trucks on Private Property also require a plot plan.

DO I NEED A PROFESSIONAL SURVEY?

Most plot plans are not required to be professionally sealed and stamped. Building Safety staff will make the final determination whether your project requires a professional survey.

CAN I DRAW THE PLOT PLAN MYSELF?

Yes, if you are applying for a minor accessory structure (such as a fence, storage shed, pool, deck, etc.) or for a Food Truck permit.

HOW DO I DRAW THE SITE PLAN MYSELF?

You don't have to be a professional designer to draw a plot plan, but you do have to be able to draw straight lines with a ruler and be able to measure accurately.

Most plot plan dimensions will fit on an 8 1/2" x 11" piece of paper. Anyone with a regular ruler can use the scale 1 inch equals 20' (1"=20'); this means that every inch as measured on the plan is equivalent to 20 feet on the property. Each inch on the top ruler below is divided into 10 lines, so each line represents 2 feet. If your lot is 100 feet long, count 50 lines on your ruler and draw a line that long on the paper. Continue to draw the remaining property lines. Next add all buildings, accessory structures, fences, parking areas, etc. using the same process as above.

Scales of 1" = 20', 1" = 40' and 1" = 60' are provided below. Simply print this page and cut out the scale that you wish to work with. Indicate North with an arrow and provide the following information, as well as dimensions.

For a new **Spa, Pool, Utility Building or Fence** indicate location of proposed construction on lot, buildings, elevations, water/sewer/gas line locations if applicable, fences, adjacent streets, setback dimensions, total square footage of site, and square footage of occupied buildings. For a **Food Truck**, indicate location of truck, buildings, fences, adjacent streets, parking areas, tables/chairs, including distances between tables/chairs.



