

Plot Plan Checklist

- **Submit fifteen (15) copies of a complete plot plan with one (1) copy no larger than 11" x 17" in size. See attached example on the back.**
- **Provide each item below. If items do not apply to your project, state so in a "Notes" section included on the plot plan.**

- Assessor's parcel number, applicant's and owner's name, address and phone number.
- Detailed written directions or a vicinity map from the nearest public road to the parcel (on or attached to the plot plan).
- Show the entire parcel with dimensions and the location of survey monuments.
- North arrow and scale (or state "Not to Scale")
- Name and width of all existing and proposed access roadways adjacent to or within the subject parcel (indicate width of traveled way, percent of gradient, and type of roadway surface).
- Location, width and type of all existing and proposed easements.
- Direction and percent of gradient for all slopes.
- Show location of all perennial & intermittent water courses (rivers, creeks, etc.), man made or natural ponds, and/or wetland areas. Show distance (setbacks) from these features, structures & property lines.
- Show the location of all improvements, structures and buildings.
 - Identify use & label as "existing" and/or "proposed" with dimensions and distance (setbacks) to property lines and structures.
 - Include floor area, height, projections & dimensions of porches (covered or uncovered), roof overhangs & other architectural features extending from structures.
- Show location of on-site water sources (label public or private).
- Driveway and off street parking spaces (show individual parking spaces).
 - Turnouts and turnaround areas (indicate width, steepness, and type of roadway surface, include any required SRA turnouts; label as existing or proposed).
 - If commercial project, show loading zone and any required ADA parking and ramps.
- Any required curbs, sidewalks and gutters.
- Trees to be removed.
- Proposed grading and fill (estimate volume in cubic yards).
- Propane or kerosene storage tanks.
- Septic tanks and leachfields (label primary and reserve areas, show distance to structures and property lines).
- Show AOB/SRA water storage facilities, identify gallon capacity (2500 gal firefighting and 50 gal potable) and location of hydrant (min 50' from structure).

