



DEPARTMENT OF RESOURCE MANAGEMENT

Building Division

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PLOT PLAN INSTRUCTIONS

(Rev: 01-03-23)

AN ACCURATE PLOT PLAN IS NECESSARY TO PROCESS YOUR PERMIT

A plot plan is necessary to establish a clear “snapshot” record of the correct development and use of the property. It may be helpful to think of how the property would look if you were flying above it and represent this on paper. You might start with an Assessor’s plat map (copies available at the Assessor’s office) for an accurate outline of your property.

An 8-1/2” x 11” size paper works well for drawing the property outline. Once the property outline is drawn, please draw the existing and proposed improvements (driveway, well, septic, disposal field, etc.), structures (home, garage, shop, etc.), uses (pasture, orchard, etc.), and features (creeks, drainages, etc.) for the property. Keep size proportionate, write in distances to show location, and label the use of all existing and proposed structures (such as house, mobile home, garage, or barn), as well as all items in the list below. (See attached example for guidance.)

Make sure the following are shown on the plot plan:

1. Property owner’s name
2. Assessor’s Parcel Number for the property
3. Address of property
4. North arrow and scale
5. Acreage of property
6. Dimensions/square footage and use of all buildings
7. Indicate whether there are mobile homes or houses and indicate whether there is a garage attached to the house and list the size/dimensions
8. Type and width of easements
9. Septic system and well location, both existing and proposed. Also show the distance to the neighbor’s septic system and well if less than 90 feet from your property line
10. Dedicated septic system expansion/replacement area (if on private sewage disposal system)
11. Roads and driveways with list length and width, turn radius (used for Fire Department and Public Works), and estimated grade
12. Drainages and waterways. Indicate distances and toe and/or top of bank including seasonal or dry creek beds, also include any ponds on the parcel or neighbor’s parcel
13. Location of soil profile pit and percolation test holes (for new septic systems)
14. Existing and proposed utility locations (electric, cable, phone, water including meter location(s), and sewer connection
15. All buildings connected to electric utilities and label if underground or on a pole
16. All structures connected to sewer and water (example: detached shop)
17. Nearest fire hydrant

Note: If your project involves grading (cuts, fills, etc.), indicate the areas of cut and fill, include erosion control measures, and provide a slope cross-section if greater than 5%.

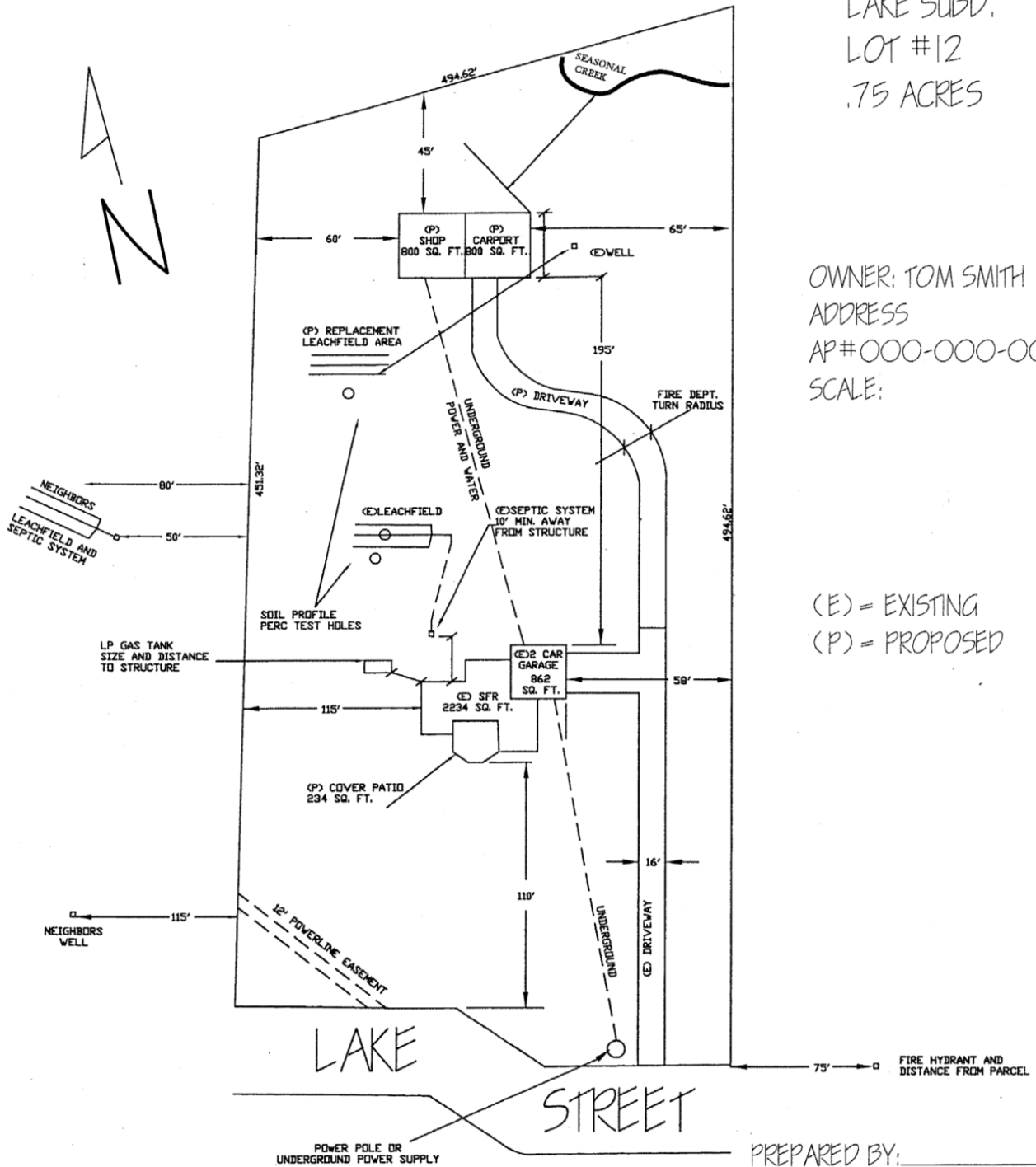
PLOT PLAN EXAMPLE

(Rev: 1-19-16)

LAKE SUBD.
LOT #12
.75 ACRES

OWNER: TOM SMITH
ADDRESS
AP# 000-000-000
SCALE:

(E) = EXISTING
(P) = PROPOSED



PREPARED BY: _____

DATE PREPARED: _____