

## PLOT PLAN CHECKLIST

### PLOT PLAN SUBMITTAL REQUIREMENTS

- ⇒ **Submit ten (10) copies of the completed plot plan. Submit one (1) copy no larger than 11" x 17" size. See attached example.**
- ⇒ All plot plans must be copies.
- ⇒ No original drawings will be accepted.
- ⇒ Plot plans must be on paper no smaller in size than 8 1/2 by 11 inches.
- ⇒ Respond to each item below. **If items do not pertain to your project, state so on plot plan.**

### INFORMATION TO BE SHOWN ON ALL PLOT PLANS

- 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).
- The subject parcel (show 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 and width of all existing and proposed easements of record (indicate whether utility or egress easement).
- Direction and percent of gradient for all slopes.
- Show location of all perennial & intermittent water courses (rivers, creeks, etc.) Show setback from edge of transitional line, property lines & structures.
- Show location of all man made or natural ponds and/or wetland areas, show distance (setbacks) from these features, structures & property lines.

### EXISTING AND PROPOSED IMPROVEMENTS TO BE SHOWN ON PLOT PLAN

- Show the location of all improvements, identify use & label as "existing" and/or "proposed" with dimensions and distance (setbacks) to property lines and structures.
- Structures and buildings (include floor area, height, existing/proposed use, show distance between structures, projections and dimensions of porches (covered or uncovered), roof overhangs & other architectural features extending from structures).
- Septic tanks and leachfields (label primary and reserve areas, show distance to structures and property lines).
- Show location of on-site water sources (label public or private)
- Show AOB/SRA water storage facilities, identify gallon capacity (2500 gallons firefighting and 50 gallons potable) and location of hydrant (show setbacks)
- Driveways, turnouts and turnaround areas (indicate width, percent of gradient, and type of roadway surface, include any required SRA turnouts). (Label existing or proposed)
- Driveway and off street parking spaces (show individual parking spaces, including any required handicapped parking and ramps. If commercial project, show loading zone)
- Any required curbs, sidewalks and gutters.
- Trees to be removed.
- Proposed grading and fill (estimate volume in cubic yards).
- Propane or kerosene storage tanks.