

INSTRUCTIONS:

The following information and detail must be shown on the Plot Plan. Please read the information, view the example and prepare a plot plan for your project to accurately and correctly depict the necessary information.

NOTES:

1. Show the scale of the drawing. Typical single family dwelling drawn at 1/8" = 1', will typically fit on an 8-1/2x11 sheet. The plot plan should be on a sheet of paper large enough to show all of the information.
2. Show north arrow on the plot plan.
3. Show all buildings and or structures on the property (and structures on adjoining lots within 10' of the subject property), existing and proposed and the distances between those buildings and/or structures.
4. Show all the distance from to the existing and proposed structures to the property lines.
5. Show the location of the utility lines (electrical, water, sewer, gas, phone, etc...). Show whether they are above or below ground.
6. Show proposed gas, electrical, water, and sewer improvements, meter locations, conduit or pipe size, number of wires, breaker and wire sizes, and their respective locations for each of the trades.
7. Plans and notes shall be legible.
8. Show all streets and alleys, include street address.
9. Show the proposed structure and identify the use, ie... room addition, patio cover, balcony, workshop, pool or spa, block or wood fence, etc....
10. Show all utility and/or easements and label their widths and use.
11. Planning Department Administrative Clearance must be obtained prior to the building permit application and/or issuance.
12. Provide existing plus proposed building area, lot area, and calculate percentage of building coverage.

QUICK TIP:

Not all projects require all of the above information, some require additional information based on the proposed scope of work. For your specific project, check with Planning and Building & Safety department personal with regards to your specific project.



SAMPLE PLOT / SITE PLAN

HELP FOR THE HOMEOWNER
CITY OF FILLMORE, BUILDING AND SAFETY

Steve Newman 3/13/03
Building Official: Date
Date: 3/4/03 Sheet 1 of 1 G-1

