

Plot Plan Requirements for Residential Building Permit Application Submittal

A mortgage survey which accurately scales (i.e. **CANNOT BE FAXED, REDUCED OR ENLARGED FROM ORIGINAL SIZE**) must be submitted and include the follow:

- Legal description
- Recorded and measured dimensions of the property
- Name, address and telephone number of the property owner
- Name, business address and phone number of the individual who prepared the plan
- North arrow
- Scale (within the range of 1"=20' to 1"=50')
- Legend
- The location and dimension of **ALL** existing and proposed buildings and structures on site, including any of their associated appurtenances (i.e. generators, air conditioning units, etc)
- The location of **ALL** existing and proposed impervious surfaces including, but not limited to sidewalks, walkways, streets, drives, drive approaches, and parking areas, indicating type of surfacing (i.e. concrete, asphalt, brick, gravel, porous, etc)
- Wetland, floodplain, and drainage course boundaries

FAILURE TO SUBMIT THE ABOVE INFORMATION AS SPECIFIED MAY RESULT IN DELAY OF PERMIT ISSUANCE

Upon review, the following information MAY also be required:

- Existing and proposed topography using USGS datum with contours at two (2) feet intervals to a minimum of one hundred (100) feet beyond the site property lines. In certain instances additional topography may be required.
- The location and capacity of existing or proposed water, sanitary, stormwater, and other utilities serving the site with approximate rim elevations, inverts, size and lengths
- A boundary survey indicating the actual physical extent of property ownership, typically witnessed by monuments or markers