



**Town of Smithfield
Planning
Department**

APPLICANT'S GUIDE:

HOW TO DRAW A PLOT PLAN

Many land use authorization or construction permit applications for the Town of Smithfield require plot plans. This handout has been prepared to assist homeowners in preparing plot plans. It lists the information that must appear on the plot plan, shows what a good plot plan looks like and it takes people step by step through the process of drawing a plot plan. Helpful hints and guidelines are also provided to aid an applicant in its preparation.

What is a Plot Plan?

A "plot plan" is an accurate drawing or map of your property that shows the size and configuration of your property and the size and precise location of most man-made features (i.e. buildings, driveways, utility lines and walls or fences) on the property.

Plot plans show both what currently exists on the property and what the desired physical changes are, that will change the physical appearance of the land and man-made features.

When do you need to draw a Plot Plan?

Plot plans are required to accompany most applications that change how the property will be used or that are needed in order to construct something on the property. For example, plot plans are required when you apply for:

- Building permits to build an addition, construct a new structure, alter the roofline or do other exterior remodeling.
- New or replacement walls or fences.
- A variance to the Zoning Code requirements. (Not all Variances need complete plot plans. Check with the Zoning Counter to determine if a complete plot plan is needed.)
- A change of use authorization.
- Conditional Use Permits (CUP), Temporary Use Permits (TUP) and Administrative Use Permits (AUP).
- A driveway permit where there is an existing sidewalk or curb (Public Works Permit)
- Private property sewer line repair or replacement work.

A plot plan is also very helpful to have when you have questions about what you can and cannot do on your property. It will help Town personnel to see the specific and unique conditions of your site. They can then provide you with specific rather than general information. The information you get will be much more reliable because it will be based on a more complete understanding of your particular situation. This is particularly important when what you are doing involves Zoning Code and Building Code requirements.

What does a Plot Plan show?

A plot plan must contain the following information:

1. Name and address of the owner of the property
2. Address of the property (if different from the owner's address)
3. The location and dimensions of all parking areas and driveways (existing and proposed)
4. Identification of adjacent streets (by name), alleys or other adjacent public property.
5. Any easements that cross the property or other pertinent legal features
6. A north arrow
7. Identification of the drawing's scale (1/8" – 1') using a scale bar
8. The property lines and property dimensions
9. Location, sizes and shape of any structures presently on the site and proposed for construction
10. Dimensions showing: front, side and rear yard setbacks, size of structures, paving, porches and decks
11. Roof overhangs, and other architectural features such as bay windows and chimneys
12. Identification of exactly what work is to be done, including the changes that are proposed to the physical features of the site or existing structures
13. Creeks, shorelines and drainage ditches and surface water lines
14. Ground elevations and contour lines for sloping sites or where earth grading is proposed (This may not be required – check at the front counter)
15. Indicate the alignment of the sewer and water lines to the main line connection point.

How to prepare a Plot Plan

- Step 1: Determine property boundaries. This may require a survey by a licensed surveyor.
- Step 2: Determine the location of all structures and other physical features to be shown on the plot plan. You will have to measure the size (not including height) of all buildings on your property as well as other important man-made structures (carport, garden shed, driveways, decks and the like).
- Step 3: Draw the plan.
- Step 4: Check the drawings and make copies. Usually, you will be required to bring in at least two copies, check with the Johnston County Building Inspections for requirements.

Plot Plan

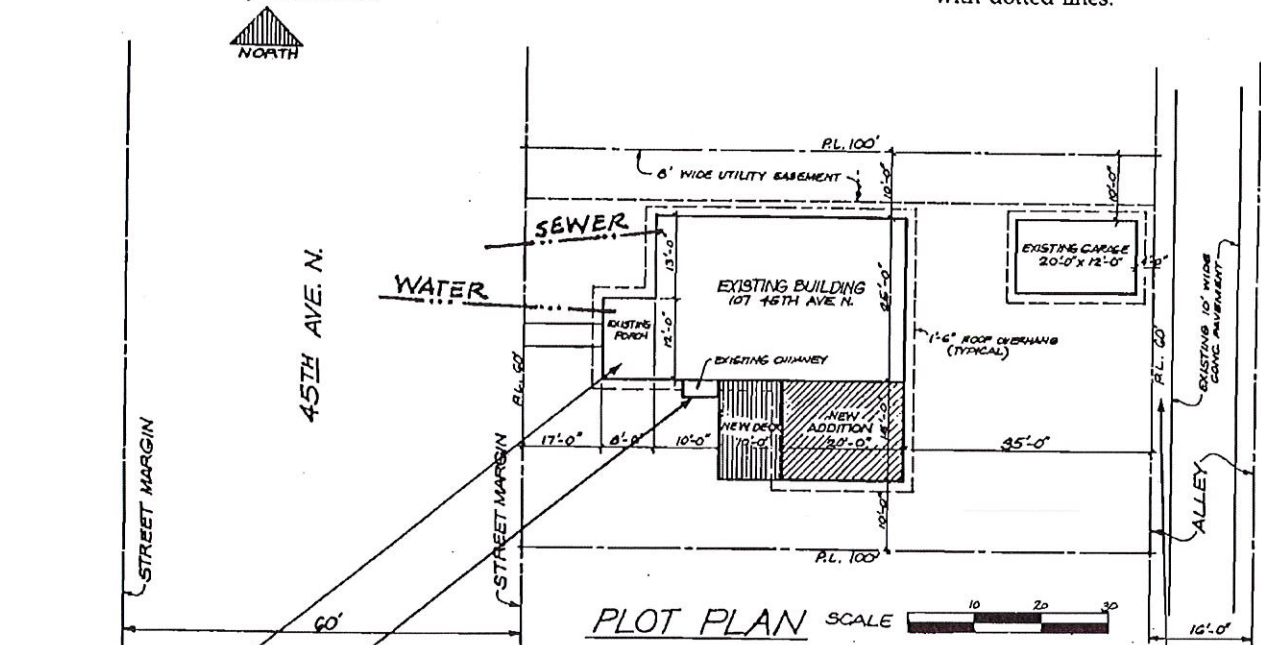
Identify streets by name.

Stippling (dotting) helps to identify walks and pavements.

Identify easements.

Showing setbacks is important.

Show all roof overhangs with dotted lines.



PLOT PLAN SCALE 10 20 30

ADDRESS OF PROPERTY: 107 45TH AVE. N.
SEATTLE, WASH. 98107
OWNER: JOAN DOE - 107 45TH AVE. N. 329-7167
LEGAL DESCRIPTION: LOT 17 BLOCK 3 OF DENNY'S
43RD ADD

PLOT PLAN FOR ADDITION, ALTERATION OR CHANGE USE

Show chimneys if they protrude.

Identify all porches and decks.

Note how property lines dimensions are shown.

It is good to put all such information in one, easily found location.

12-10-04