

Plot Plan Requirements/Checklist

YOU NEED A PLOT PLAN *IF ANY OF THE FOLLOWING IS TRUE FOR YOUR PROJECT:*

- You are adding on to an existing structure. This means the addition of a room, garage, patio, deck, porch, etc.
 - You are placing a new structure on the lot. This includes a storage shed, play house or detached garage.
 - You are removing an existing structure and replacing it with a new one. A plot plan is still required even if the new structure is to be placed exactly in the same position as the one removed.
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1. Plot plans must be drawn to scale (typically 1" = 20') on letter or legal-size paper.
2. Dimension the shortest distance from the structure to all property lines. Typically, property lines are not located at the sidewalk or street.
3. Show all existing and proposed structures.
4. Covered decks or patios, or decks and patios over 30" above ground level, shall not encroach into side yard setbacks, or more than 25% into rear yard setbacks. Stairs attached to the structure shall be considered a functional use of the feature; therefore, they must comply with the dimensional standards and setback requirements outlined in this section. Above grade patios and decks may extend to the front yard easement line but shall not encroach said easement.