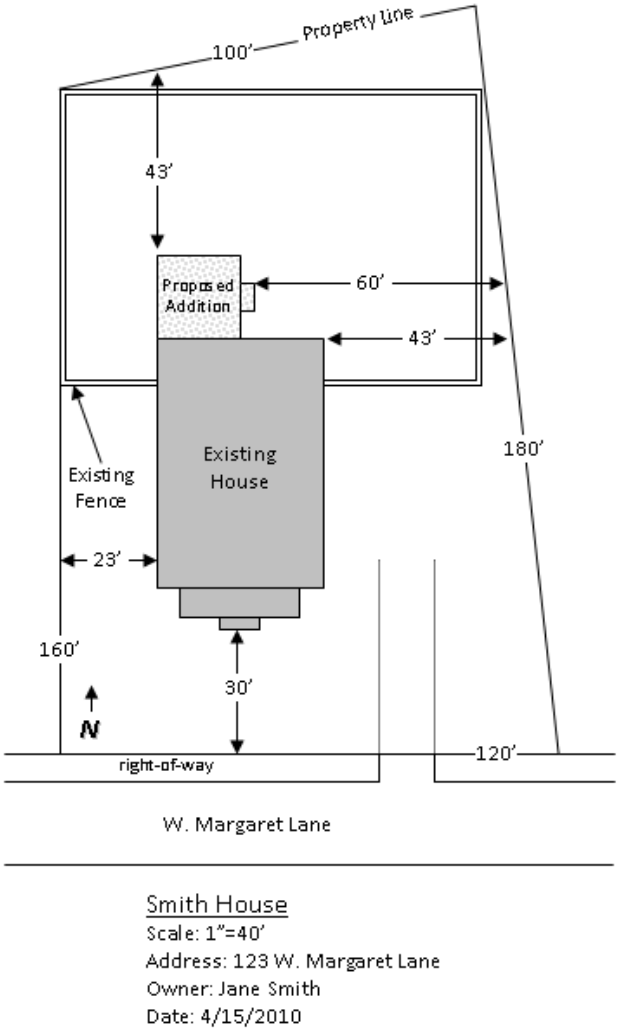
Appendix G

Plot Plan Requirements

If you are applying for a Zoning Compliance Permit for a site change, or Certificate of Appropriateness from the Historic District Commission, you will need to submit a plot plan of your lot showing existing structures, proposed changes, and all relevant dimensions. An example plot plan is shown below. Your plot plan must be drawn to scale (example: one inch = 40 feet) and include all of the following:

- Property lines and dimensions of the lot
- Existing structures such as house, garage, shed, pool, or fence. Include all decks, steps, exterior chimneys, bay windows and any other building articulation
- Proposed structures, additions, or fences
- Distances from all sides of the proposed structure to the property lines
    - Measurements must be taken at the closest points between the structure and the property line.
    - Measure distances in feet from the edge of the street right-of-way, not the edge of the street pavement.
- Location of any streams, creeks, drains or ponds
- Location of driveways, walkways, steps, easements, rights-of-way, utility easements, etc.
- North arrow
- Property address, owner, date, and scale



Helpful Hints:

- Check the documents you received when you closed on your house or had the house constructed. Sometimes a physical survey, prepared by a land surveyor, already exists showing the existing house and property lines. Your plot plan can be drawn from this survey.

- Check with the Planning Department. Sometimes their property files contain physical surveys and other information that will help you prepare your plot plan.

- If your proposed construction is close to a required building setback line, and a physical survey does not exist of your property, it is advisable that you have one prepared by a professional land surveyor.