

Residential Plot Plan Checklist

Applicability: A plot plan is required for Development Services Staff review for any single-family and duplex development (including room additions, detached structures, decks or handicap ramps). The plot plan is submitted along with a completed permit application.

Submittal Requirements: 1) A reproducible plot plan (Usually inked or plotted. Faxes are not acceptable). Plot Plans for new single-family and duplex dwellings must be prepared by a Professional Land Surveyor (PLS) or Professional Engineer (PE).

Helpful Notes: 1) A property owner may depict additions (i.e., sunroom, deck, detached structure) on an accurate survey. The additions must be drawn darkly enough to be reproducible; 2) It is strongly advised that the applicant keep an original for their records.

Adhering to the following checklist will greatly assist in efficiently processing building permit requests. Failure to provide the necessary information may result in delay of permit issuance.

✓ = Provided ✗ = Not Provided N/A = Not Applicable.

Plot Plan Elements		Minimum Plot Plan Requirements
Staff Use	✓ or NA	Provide a standard scale (i.e., 1" = 40'). Show as a scale bar and verbal scale (i.e. 1" = 40')
		Enter ✓ or NA in column to the left ✓=Provided NA=Not Applicable
		Provide a north arrow.
		Provide current owner's name, address, and daytime phone number.
		Provide the name, address, daytime phone number and signature of person(s) preparing the plan. If prepared by a Professional Land Surveyor, metes and bounds descriptions and the source along with a signed professional seal is required.
		Plans must have a floodplain statement, "This property <i>is</i> or <i>is not</i> located in a Special Flood Hazard Area as determined by the Department of Housing and Urban Development". Any disturbance or improvements within a Special Flood Hazard Area requires a Floodplain Development Permit which is issued by Engineering Services (See also, minimum Construction Plan Requirements).
		Clearly indicate the property address.
		Indicate the subdivision name and lot number.
		Show property lines (boundary) with dimensions and to scale.
		Conditional Requirement: If proposed structure is within 2 feet of a required setback, the type of property corners (i.e., EIP, etc.), along with whether the corner was located and flagged or not must be noted on the plot plan.
		Depict and identify all structures (existing and proposed) with gross square footage(s).
		Note the use (i.e., residence, shed, garage, etc.) of existing and proposed structures.
		Provide the height (in feet) of all proposed structures from the finished floor to the peak of the roof. Alternatively, the height can be provided on the Building Permit Application.
		Dimension and location of all existing and proposed buildings, distances between buildings measured wall-to-wall at the closest point; distance from building wall measured at right angle to property lines (including r/w's).
		Identify street name(s) and type of improvement (i.e., curb and gutter or no curb and gutter)
		Depict and identify any easements, rights-of-way, or buffers on the property.
		Show and label proposed driveways (i.e., "Proposed Concrete Driveway"). Only show existing or proposed driveway improvements on the site (Do not show driveway improvements within the right-of-way).
		Driveway Note. All sites with a proposed driveway shall have the following note, "Proposed driveway shall be constructed to City of High Point standards".
		Provide distance of driveway edge (measured at the r/w) to the adjacent property and from intersecting r/w's (corner lots only). Also dimension the driveway width at the right-of-way.
		Date map prepared and revised.