



## PLOT PLAN INSTRUCTIONS

### **Purpose:**

The plot plan is an important aspect of development as it provides a visual evaluation of the project and it is used to determine the impact of multiple factors on the environment and the surrounding neighborhood. The plot plan is part of the official record that will be associated with a property and for this reason, the quality of the document is essential.

### **Size Requirements For Plot Map:**

The map can be drawn on white paper which is either 8 1/2 x 11 or 8 1/2 x 14 inches in size. If another size is used, the applicant must include one copy of 8 1/2 x 11 inches as this will allow the drawing to be included in the Lake County record package.

### **Helpful Hints:**

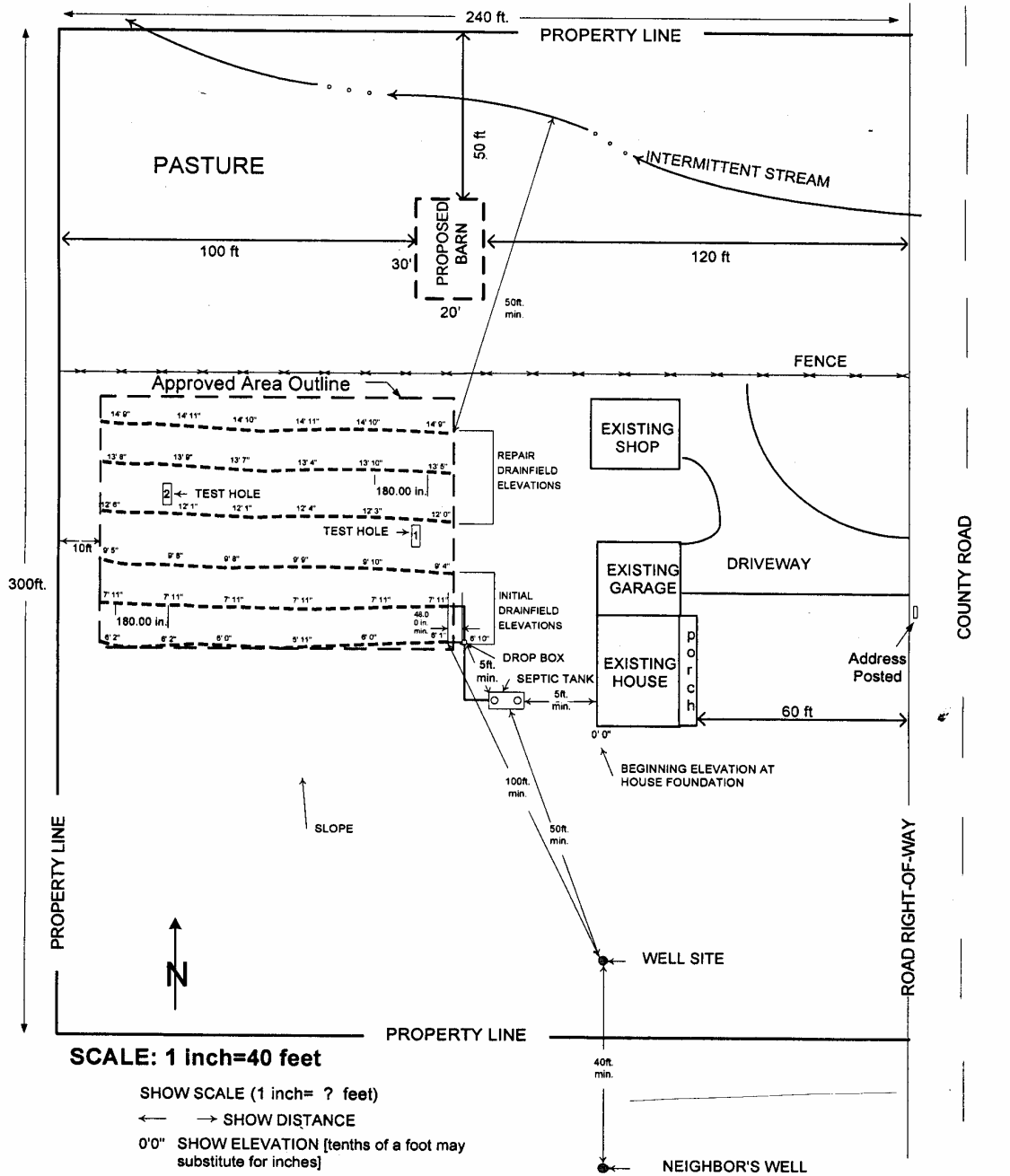
1. Use the Internet to collect preliminary information. <http://www.ormap.org/disclaimer.cfm> will allow you to find the tax assessment map with dimensions of your property. The Google Earth program will allow you to access an aerial photograph of your property. Print off copies of the Internet materials as these will be helpful when composing your plot plan. Visit your local library for Internet access.
2. Visit the site. Bring a clipboard, paper, pencil, camera and tape measure to document the activities of the parcel. Look at the ground level, trees, rock outcroppings or areas that might be susceptible to flooding. Observe and record the location of existing structures, roads, wells, septic and nearest electrical service. Measure and record the distances between the property lines and the existing and proposed structures and facilities.

### **Prepare the plot plan:**

1. A plot plan template is attached with this form. Using a standard ruler, determine which scale will work best for your development. You may decide that 1 inch on the ruler will best represent 50 feet on the paper or for larger projects 1 inch to 100 feet.
2. Add the following items to the plan:
  - The shape and dimensions of your property must be accurately drawn on solid black lines. Label adjacent roads.
  - Label the map with Map Township, Range, Section and Taxlot Number, North Arrow, Scale and Date.
  - Identify the location of existing structures and facilities. Used dashed lines for new construction. Write in setback distances.
  - Show the location and direction of all water courses and drainage ways (such as intermittent streams, creeks, irrigation canals, etc) as well as the 100-year floodplain, if applicable.
  - Identify the location of sewage disposal systems, well or public water connections, electrical service.
  - Identify the location of the address sign. If an address has not been assigned, show where sign will be located.



# PLOT PLAN EXAMPLE



Township 39, Range 16E, Section 13BA, Tax Lot 2300 Assessment Account 122345

Address \_\_\_\_\_ Permit No. \_\_\_\_\_



# PLOT PLAN TEMPLATE

[Large empty rectangular area for drawing the plot plan]

**NOTE: USE THE INFORMATION ON PAGES 1 AND 2 TO CREATE THIS PLOT PLAN**

DATE: \_\_\_\_\_

Township \_\_\_\_\_, Range \_\_\_\_\_, Section \_\_\_\_\_, Tax Lot \_\_\_\_\_ Assessment Account \_\_\_\_\_ **N**

Address \_\_\_\_\_ Permit \_\_\_\_\_ Scale 1 inch = \_\_\_\_\_ Feet