



## PLOT PLAN REQUIREMENTS & EXAMPLE

AUGUST 2020



City of Pleasant Hill • Building Division • 100 Gregory Lane • Pleasant Hill, CA 94523 • (925) 671-5200 • Fax (925)676-1125

First sketch your property and existing improvements to decide what scale to use, then do the following:

1. Draw a plan view of your property TO SCALE (1" = 20' preferred). Show side, front, and rear property. Lines with their dimensions. Show any easements as listed in your title report.
2. If your property is on a corner, name both streets.
3. Draw a north arrow and indicate scale used under arrow.
4. If there are structures on your property, do the following:
  - a) Locate all existing structures on your property, trailer home, residence, utility building, pump house, rentals, off-street-parking, etc.
  - b) Locate all structures as to distance from the sides, front, and rear property lines. Give distance in feet.
  - c) Show the use of all structures. Examples: Two car garage, utility building, residence, shed, etc.
5. Locate proposed new addition and/or structure.
  - a) Show dimensions of exterior walls of new addition and/o new structure.
  - b) Show roof slopes and site drainage to approved location (preferably to front of property and street).
  - c) Indicate the use of each new addition and/or structure. Examples: Garage; carport, patio, cover, utility building, pump house, etc.

*PLOT PLAN SAMPLE ON NEXT PAGE*

# SAMPLE PLOT PLAN

