



## COUNTY OF MENDOCINO

### DEPARTMENT OF PLANNING AND BUILDING SERVICES

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## Plot Plan Requirements

Your application for a building permit must include 1 copy of an 8½" x 11" Plot Plan. (Larger paper size (up to 11x17) may be accepted upon approval). The information shown on the plot plan should be legible, drawn to scale if possible and must show the following:

1. Property Owner's Name, Job Address, and Assessor's Parcel Number(s).
2. Legal Parcel Configuration clearly shown with all property boundaries, dimensions and acreage (must include all Assessors' Parcel Numbers).
3. Adjacent streets both public and private and any access easements.
4. Distance from centerline of any public/private roadway to property line.
5. North Arrow and scale if applicable.
6. Proposed structure or addition including distance from property lines and other structures (i.e. Proposed Single Family Residence, Proposed Garage etc...)
7. All Existing structures clearly labeled and distances from property lines (i.e. Existing Garage, Existing Barn etc...)
8. Driveways, Parking and Loading areas. Parking space size and setbacks from property lines must be shown for all commercial/industrial parking.
9. Existing and proposed septic systems/leach fields and wells, including distances from structures.
10. Easements and Utility lines (power, sewer, water, access etc...)
11. Fences, retaining walls.
12. Lakes, ponds or streams to be identified with names if appropriate. Setbacks from watercourse to proposed project.
13. Location of Floodplain/Floodway.
14. Location of any Signs and distances to property lines for commercial/industrial uses.

Plot Plans, which may not be acceptable:

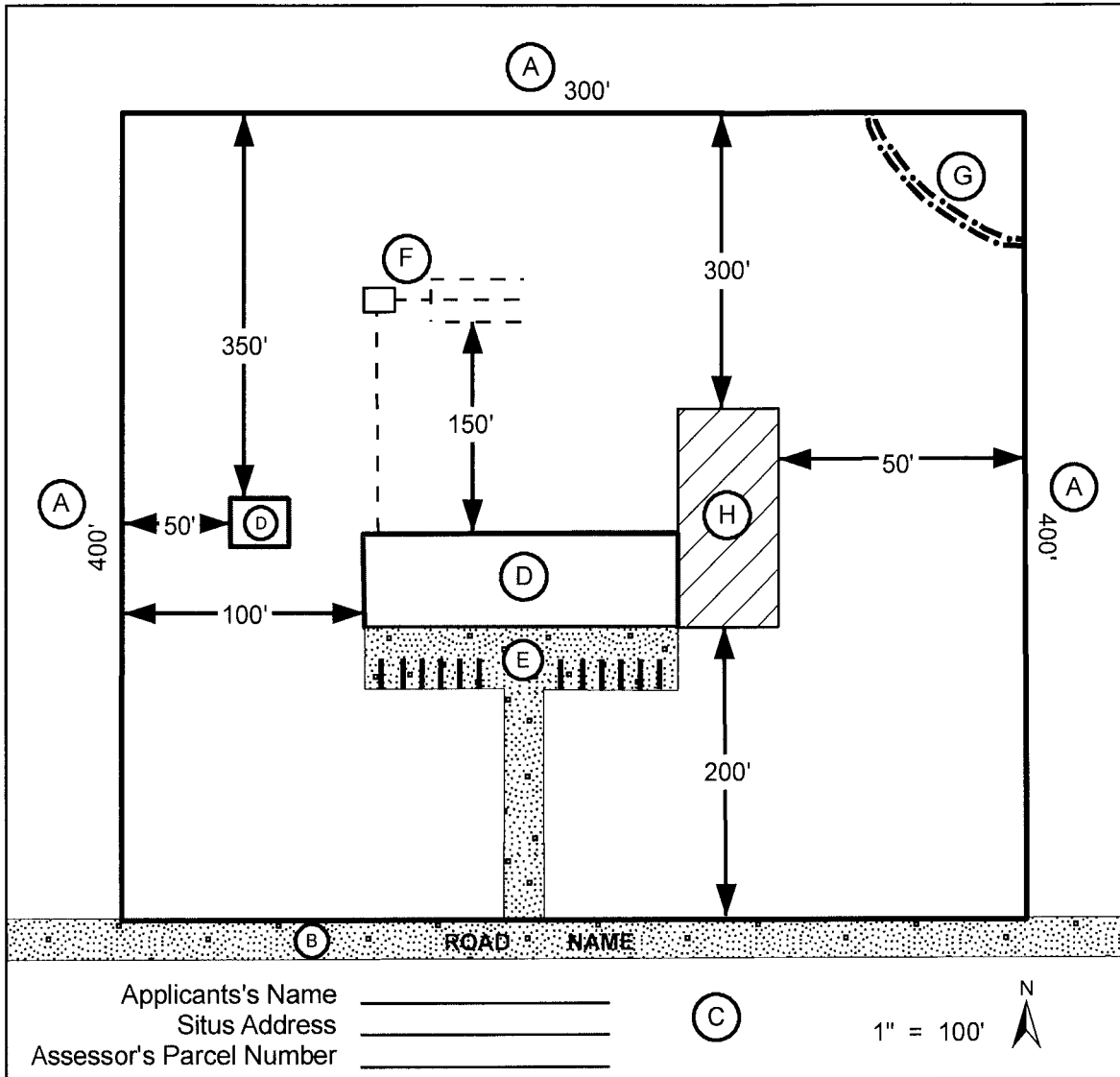
- a. Copies from the CDF application
- b. Portions of larger scaled plot plans
- c. Copies of plot plans used for previously approved building permits (plans which may include whited out areas, previous approval signatures, and illegible notations).

**Failure to include any of the required information may result in the rejection of your application, in the delay of processing your building permit application or invalidate your approved building permit.**

You may wish to use the Plot Plan Form supplied with your building permit application for your convenience.

***See other Side for Sample Plot Plan***

# SAMPLE PLOT PLAN



- A. Parcel Shape and Dimensions.
- B. Adjacent Streets.
- C. North Arrow and Scale.
- D. Existing Buildings including distance from property lines.
- E. Driveways, Parking and Loading Areas.
- F. Existing and proposed septic system and wells including distances from structures.
- G. Easements and Utility Lines (power, sewer, water, etc.).
- H. Proposed structure or addition including distance from property lines.

**PLOT PLAN**



**COUNTY  
OF  
Mendocino**

**APPLICATION#** \_\_\_\_\_

**JOB ADDRESS:** \_\_\_\_\_ **CITY OR TOWN:** \_\_\_\_\_

**ASSESSOR'S PARCEL #:** \_\_\_\_\_ **PROPERTY OWNER'S NAME:** \_\_\_\_\_

SHOW ALL BUILDINGS, STRUCTURES, SEPTIC TANKS AND LEACH FIELDS, WELLS, STREAMS, LAKES, ROADS, STREETS, ALLEYS, RETAINING WALLS, FENCES, EASEMENTS, POWER POLES, AND ANY OTHER IMPROVEMENTS AND INDICATE ALL DISTANCES BETWEEN. SPECIFY WHETHER EXISTING OR PROPOSED. INDICATE ORIENTATION WITH A NORTH ARROW.