



Plot Plan Requirements

Prior to developing a plot plan, contact the Building, Safety and Zoning Department at 920-262-4060 to verify the property's zoning, required setbacks and allowable lot coverage. Property dimensions and easements can be found on the recorded lot/parcel and/or subdivision plat (residential). Lot/parcel information can be viewed online through Jefferson at <http://lrs.co.jefferson.wi.us/jcgis> and/or Dodge County at <http://dodgecowi.wgxtreme.com>.

What is a Plot Plan?

A plot plan is an accurate drawing or map that shows the size and shape of your property and the location of any man-made features such as buildings, driveways, walls, fences, decks, etc. A plot plan shows both what currently exists on the property and what is proposed.

Most building permit applications require plot plans. This handout has been prepared to assist you in preparing a good plot plan. It lists the information required, shows what a good plot plan looks like and provides helpful hints and guidelines for preparing an acceptable plot plan.

When do you need to submit a Plot Plan?

Plot plans are required for any proposed new construction such as new homes or commercial buildings, accessory structures, and building additions. The City of Watertown does not require a plot plan for interior remodels, basement finishes, furnace and air conditioning installations and plumbing and electrical upgrades.

What does a Plot Plan show?:

- 1) Address of property
- 2) Owner
- 3) Tax Parcel Number
- 4) Legal Description
- 5) Estimated Cost
- 6) North arrow
- 7) Identification of the drawing's scale, if used
- 8) Property lines with dimensions; front, side and rear setback dimensions; all easements with dimensions
- 9) Size of proposed and existing structures, including porches, decks, garages, etc.
- 10) Access location and adjacent streets
- 11) Show distances of buildings from property lines or other structures
- 12) Identification of exactly what work is to be done, including any proposed changes to physical features of the site or existing structures
- 13) Location and dimensions of any graveled or impervious paved areas such as driveways
- 14) Ground elevations and contour lines for sloping sites or where earth grading is proposed may be required. Check with the Engineering Department @ 920-262-4060 to verify if this is required

How to prepare a Plot Plan:

- Step 1: Determine property boundaries. This may require a survey by a professional licensed surveyor.
- Step 2: Determine the location of all structures and other physical features on your property which are required to be shown on the plot plan.
- Step 3: Draw the plot plan – drawings for residential properties can be hand-drawn and do not have to be to scale. Plot plans for Commercial and Industrial zone districts will require a scaled drawing by an architect, engineer, or surveyor.
- Step 4: Check the drawing against your physical inventory of your property.
- Step 5: Make two copies of your final plot plan and submit with your building permit application and building plans.
- Step 6: Ask questions! The Building, Safety and Zoning Department staff will assist you in any way we can.

Hints:

- 1) Owners of property created by platted subdivisions or Planned Unit Developments can use copies of their lots made from the recorded plats and fill in the applicable information such as existing and proposed improvements. These plats will show any dedicated easements or road right-of-way and help make the plot plan more accurate.
- 2) Commercial properties are always attached to a special zoning permit which requires that a site plan be approved and recorded. These site plan plats show approved structures, landscaping, parking, road right-of-way, access, etc. A copy of a site plan can be used as Plot Plan for applicable building permits and is a valuable tool. Check with the Building, Safety and Zoning Department staff to see if a site map is on file if you are working with such a property.

Sample Plot Plans:



- Sample 1: Sample shows a basic Plot Plan for property located in a platted subdivision, or original part of town. Please verify with the Building, Safety and Zoning Department staff where your property is located (See attached).
- Sample 2: Sample shows a basic Plot Plan for a Commercial/Industrial building site (See attached).

Sample 1: PLOT PLAN FOR PROPERTY LOCATED IN A PLATTED SUBDIVISION

CHECKLIST

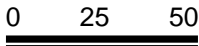
- ✓ Size: No smaller than 8.5" x 11"
- ✓ North arrow
- ✓ Plot Plan Scale (if required)
- ✓ Existing buildings
- ✓ Proposed buildings
- ✓ Location of septic tank, leach field, propane tank and/or water well, if applicable
- ✓ Owner name, legal description, address and phone number
- ✓ Street names
- ✓ Access and driveway dimensions
- ✓ Setback dimensions
- ✓ Estimated cost

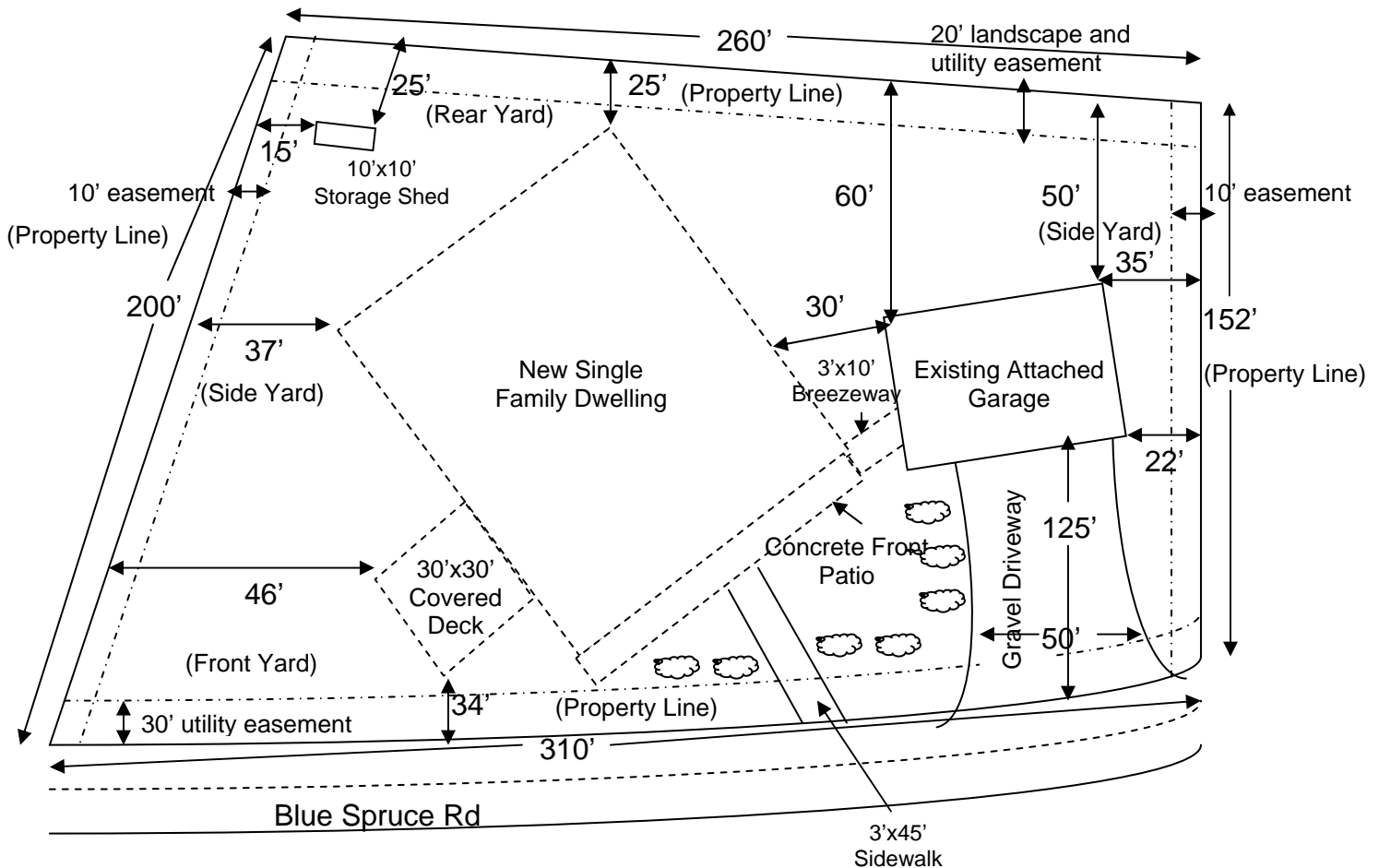
↕ Use arrows to show measurements and distances from proposed buildings to other structures and property lines

-  Use solid lines to indicate existing structures
-  Use dashed lines to indicate proposed structures

Est. Cost: \$125,000
 Owner: Jack Stone
 Address: 2002 Pine Forest Rd
 Phone #: 555-555-5555



Scale: 1 inch = 50 ft






Sample 2: BASIC PLOT PLAN FOR A COMMERCIAL/INDUSTRIAL BUILDING SITE.

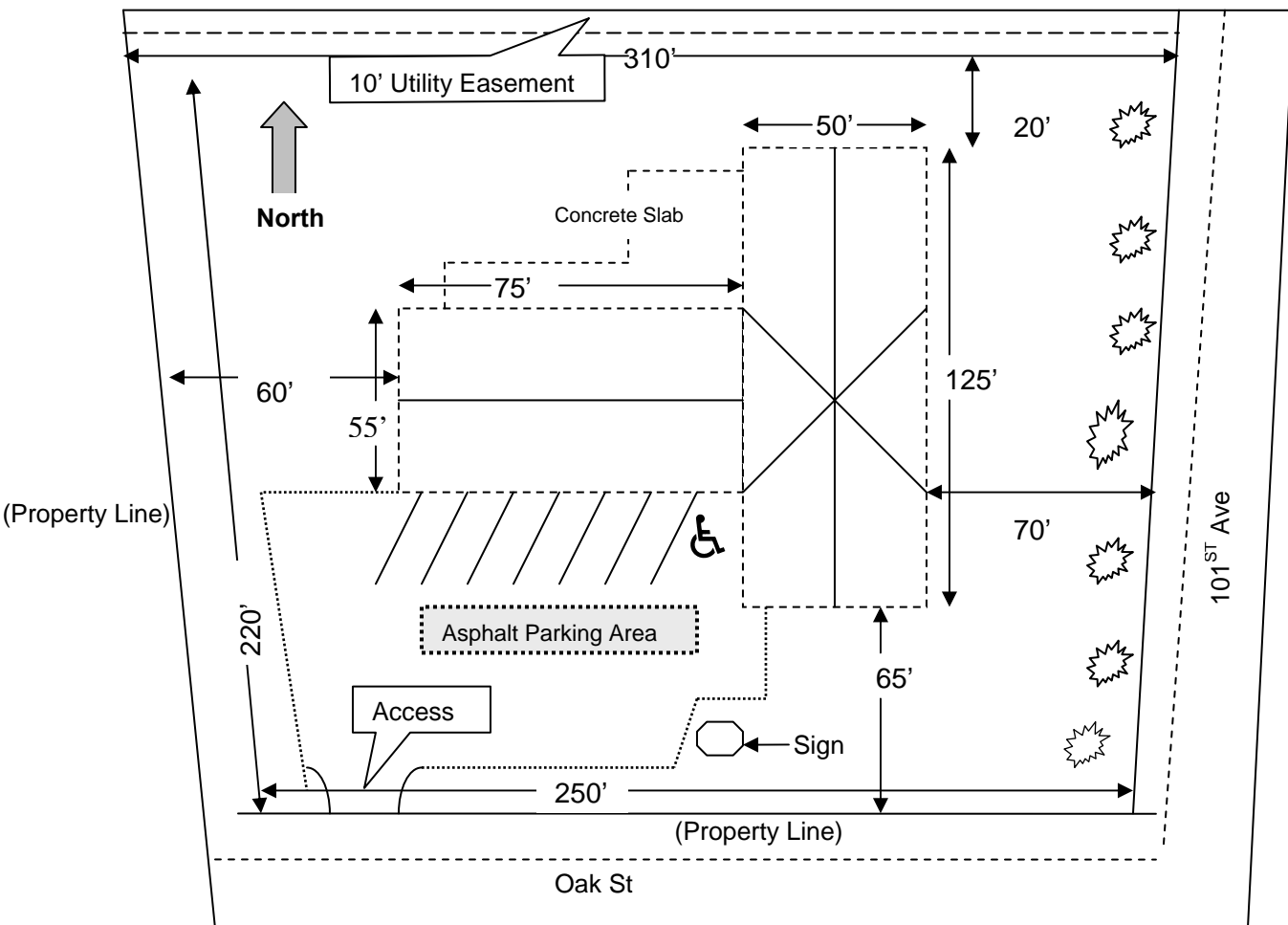
CHECKLIST

- ✓ Size: No smaller than 11" x 17"
- ✓ Plot Plan Scale – drawing is required to be to scale
- ✓ Existing buildings and structures
- ✓ Proposed buildings and structures
- ✓ Location of parking, landscaping and fences
- ✓ Owner name, legal description and address
- ✓ Street names
- ✓ All property, access and driveway dimensions, distances to proposed building and between existing structures must be shown
- ✓ Architect/Engineer name and phone number

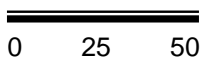
↕ Use arrows to show distances from proposed buildings to other structures and property lines

 Use solid lines to indicate existing structures

 Use dashed lines to indicate proposed structures



Scale: 1" = 50'



Owner:

L&D Enterprises, Inc.
 Lot 3 Blk 7 Sunshine Commercial PUD
 4278 Oak St

Architect/Engineer:

Ford & Livingston PC

Arch./Eng. Phone #:

555-555-5555