



The plot plan example has been color coded for easier reading (property lines, existing structures, proposed structures, distances). It is NOT necessary to color code when creating your plot plan; nor must the plan be to scale, but it must be an accurate portrayal from overhead. Please submit two copies of your drawing with the zoning application. The following instructions are to assist you in drawing a plan.

1. Indicate the boundary lines and size of the property.
2. Indicate the property address (i.e. 324 West Main Street) as well as any street or alley which borders the side and/or rear of the property.
3. Indicate all existing structures on the property using a solid line. Also show the size of those structures. A structure is anything on the property that takes up lot coverage (i.e. house, deck, parking area, gazebo, pool, fence).
4. Indicate all proposed structures using a dotted line. Mark them as "proposed". Also show the size of those structures.
5. Indicate the distance from the property lines to the existing structures closest to the property lines. When measuring at a curb, measure from the face of the curb. The face is the side closest to the street.
6. Indicate the distance between the proposed structures and the existing structures closest to them. Also show the distance from the proposed structure to the property lines if the proposed structure is closer than an existing structure to the property line.