



Residential Plot Plan Requirements

WHAT IS A PLOT PLAN?

A Plot Plan is a plan drawn to scale showing the entire property (including all property lines) with the existing and proposed structures, including parking.

WHY IS A PLOT PLAN REQUIRED?

Anytime a structure is altered, changed or added to a property (fence, shed, parking, addition, house, etc) an accurate plot plan or professional survey is required to determine if the project meets all Zoning and building code requirements.

DO I NEED A PROFESSIONAL SURVEY?

Most plot plans are not required to be professionally sealed and stamped. Building Inspections staff will make the final determination whether or not your project requires a professional survey.

I HAD A SURVEY DONE YEARS AGO, CAN I USE THAT?

Existing surveys can be used for most projects including parking and additions. It is also possible that a survey or site plan was previously submitted for a prior permit. If so, it may be on file. To find out if Building Inspections has a suitable copy of a plot plan or survey of your property, call 972-292-5300.

CAN I DRAW THE SITE PLAN MYSELF?

Yes, if you are applying for a minor accessory structure (such as screen walls, fences, retaining walls, storage sheds, patio covers, etc) **AND** if you know where your property line is. **Note: Fences and public sidewalks are not necessarily installed on the property line; and therefore cannot be used to determine where your property line is precisely located.** If you do not know where your property line is, you may have to hire a land surveyor.

***No structures are allowed in the utility easements.**

Note: Website maps and Google satellite maps are not accurate enough to meet the plot plan requirements.

HOW DO I DRAW THE SITE PLAN MYSELF?

You don't have to be a professional designer to draw a plot plan, but you do have to be able to draw straight lines with a ruler and to measure accurately.

Step 1: Get all the measurements from Denton County Appraisal Districts Website <https://www.dentoncad.com/> or Collin County Appraisals Districts Website <https://www.collincad.org/>. Take the property line dimensions from the final plat records. You may have to measure how far your house is from the side and property lines, including the dimensions of all existing accessory structures and their distances from the property lines.

Step 2: Draw your site plan. Most residential plot plan dimensions will fit on an 8 1/2" x 11" piece of paper or 11" X 17".

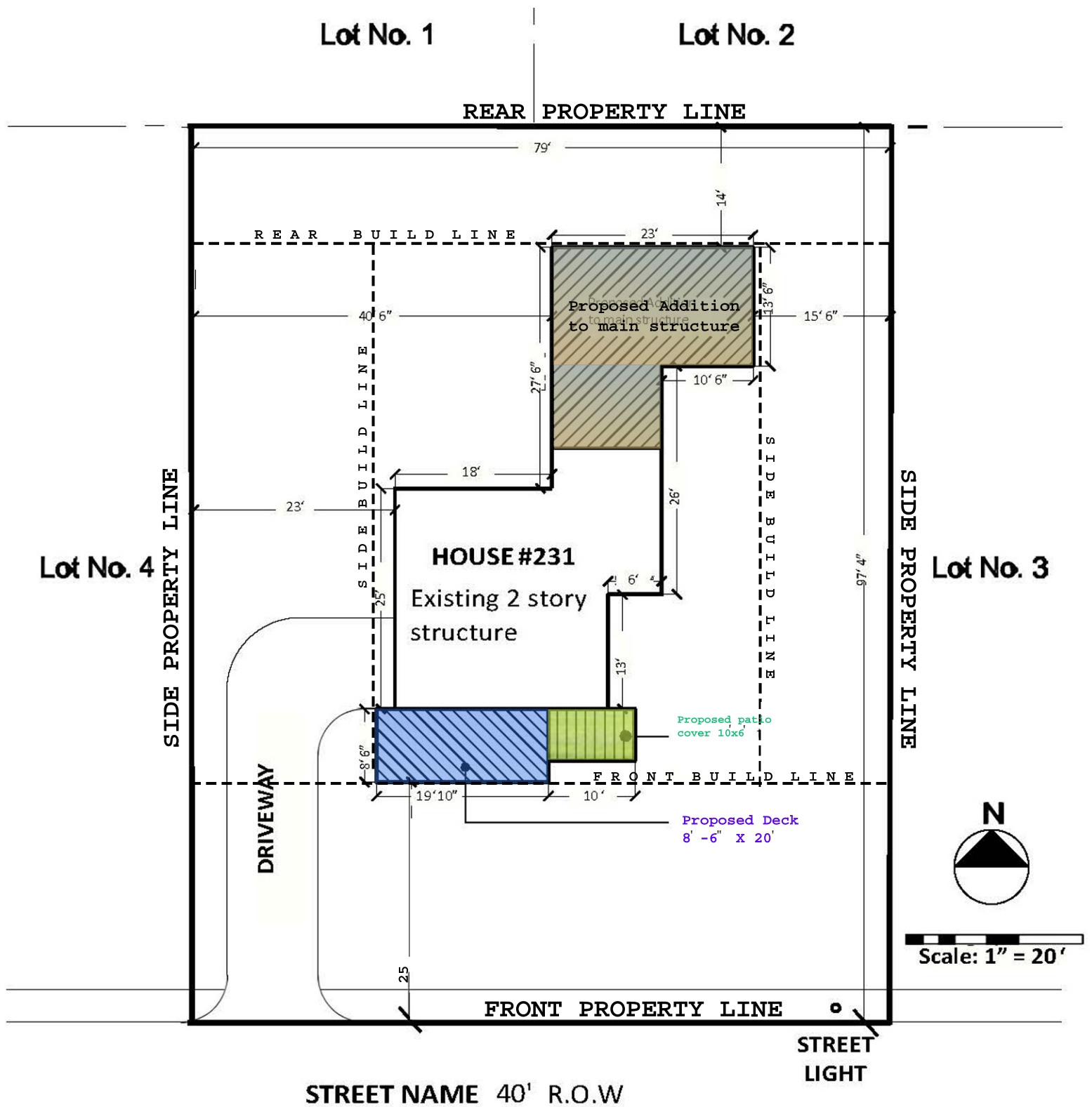
First, you will need to determine what scale you are going to use to draw the plan. It must be a standard architect's or engineer's scale. Anyone with a regular ruler can use the scale 1 inch equals 20 feet (1"=20'). This means that every inch as measured on your plan is the equivalent to 20 feet on your property.

This is how it works: Each inch on the ruler is divided into 20 lines, so each line represents 1 foot. If your lot is 100 feet long, count 100 lines on your ruler and draw a line that long on your paper. Continue to draw the remaining property lines using the same process--if your lot is 20 feet wide, count 20 lines on your ruler. Yes, your house and accessory structures will appear small at this scale...that is OK!

Once you have the property line drawn, add your house and all accessory structures using the measurements you gathered and the same process as above, counting one line on the ruler for every foot you measured.

Step 3: Add details to your plan. Your plan must also show:

1. Name of the property owner.
2. Site boundaries, dimensions, lot lines, site acreage and square footage.
3. North arrow, scale, title block containing the following information: Subdivision name, block designation, lot number & address of property.
4. Existing & proposed building locations, accessory structure, fence height, dimensions between buildings on the same lot building lines, easements and setbacks.



SAMPLE PLOT PLAN

PROPERTY OF
JOHN AND JANE DOE
1234 MAIN STREET FRISCO, TX
LOT -5 BLOCK B
DATE 01-01-2018