

Residential Plot Plan Checklist



DEVELOPMENT SERVICES DEPARTMENT

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This checklist is applicable for new one- and two-family dwellings, one- and two-family additions, and next day permitting.

If your project is subject to residential infill compatibility (UDO Section 2.2.7) a foundation survey may be required with this project. The foundation survey must be available at the time of zoning site inspection and must include a temporary benchmark, the elevation grade points of all corners, and the elevation at top of wall.

DEVELOPMENT TYPE (check all that apply)		FOR OFFICE USE ONLY
Single Family Detached Dwelling	Fence and/or Wall/Retaining wall	Transaction Number
Two Family/Duplex Dwelling	Mechanical Equipment (ex. HVAC)	
Addition	Replacement of Mechanical Equipment?	Supplemental Info
Accessory Structure (A foundation survey is required if height is greater than 12' AND the structure is subject to UDO Section 2.2.7)	If replacement increases in area, in any direction, a Plot Plan may be required.	
	Other: _____	
TO BE COMPLETED BY APPLICANT		
Applicant:		Date:
Project Address:		

PLOT PLAN Submittal instructions, requirements checklist, and other helpful information			
(REQUIRED FOR NEW ONE- AND TWO-FAMILY-DWELLINGS)			
<ul style="list-style-type: none"> A plot plan (also known as a survey plot plan) is often described as a “mini site plan.” A plot plan is a plan drawing/diagram which shows the buildings, easements, ground mounted mechanical equipment, fences and/or walls, the position of roads, and other constructions of an existing or proposed property at a defined scale. A plot plan can only be drawn, signed, and sealed by a surveyor licensed in the state of North Carolina. When submitting a plot plan, you must provide the most current signed and sealed version showing: a) existing conditions only; OR b) both existing and proposed conditions. If a parcel is vacant, only a plot plan representing existing AND proposed use will be accepted. The Supplemental Plan is NOT an option. 			
Plot Plan Checklist			To be completed by Customer Service Center Intake Staff
REQUIREMENTS	YES	YES	NO
1. North Arrow (must be at the top), metes and bounds of property boundary, adjacent right-of-way, and graphic scale.			
2. Site Data Table: Include Property Identification Numbers (PIN) for subject property, site size, zoning, overlay districts, current use(s), proposed use(s), existing impervious, proposed impervious, residential infill status, allowed building height, proposed building height, setback requirements, and building square footage(s).			
3. Contact information for owner, applicant, and all consultants.			
4. Date of drawing, signature and seal of the surveyor preparing the document, and recorded lot number and address. Reference to the Book of Maps and page number of the recorded lot.			

Plot Plan Checklist (continued from page one)		To be completed by Customer Service Center Intake Staff	
REQUIREMENTS	YES	YES	NO
5. Label street name(s) and provide dimensions between buildings and property lines, buildings and other buildings, ground mounted equipment and property lines, and fences and/or walls and property lines.			
6. Screening of ground-mounted equipment showing compliance with UDO Sec 7.25. must be shown.			
7. Existing easements (open spaces, greenways, buffers, flood, utilities, etc.) shown and labeled.			
8. The plot plan must be drawn to a normal scale, such as 1:20, 1:30, etc. and labeled and submitted on legal (8 ½" X 14") paper.			
9. Clearly label existing and proposed development.			
10. Show existing and proposed contours in intervals of two feet or less.			
11. Show setback dimensions on drawing in relation to the proposed development and the property line(s) and/or existing buildings.			
12. Label existing and proposed driveways and/or areas used by vehicles.			
13. Show and label existing and/or proposed fencing. Provide an elevation of the fence and label the height.			
14. Show and label existing and/or proposed retaining wall(s), and include wall height.			

SUPPLEMENTAL PLAN Submittal instructions, requirements checklist, and other helpful information			
<ul style="list-style-type: none"> • If an existing plot plan drawn by a surveyor is used to show existing conditions and it does not include proposed improvements, a Supplemental Plan illustrating the proposed improvements may be provided as a supplement to the existing plot plan. • The supplemental plan is not required to be drawn by a surveyor and may only be submitted in addition to the signed and sealed survey which shows the current existing conditions of the property. • If a parcel is vacant, only a plot plan representing existing AND proposed use will be accepted. The Supplemental Plan is NOT an option. 			
Supplemental Plan Checklist		To be completed by Customer Service Center Intake Staff	
REQUIREMENTS	YES	YES	NO
1. The supplemental plan must be drawn to a normal scale, such as 1:20, 1:30, etc. and labeled and submitted (minimum) on legal (8 ½" X 14") paper.			
2. Seals and signatures and title blocks language			
3. Show all information from the survey plot plan, and all proposed development. Existing and proposed development for this submittal must be clearly labeled.			
4. Show pre-development grade elevation and proposed grade elevation at the corners of any proposed buildings or building additions. Also list finish floor elevation and roof ridge elevation. Accessory structures 12' or less do not have to provide proposed grade elevations.			
5. Show proposed mechanical equipment (such as HVAC) and provide dimensions from the equipment to the property line. Show compliance with the screening requirements of UDO Section 7.2.5.			
6. If the site is in a flood zone, place elevation of structure and any new plumbing, electrical or mechanical features on the drawing. NOTE: The elevation must be at or above the City's Regulatory Flood Protection Elevation.			

SUPPLEMENTAL DRAWINGS Submittal instructions, requirements checklist, and other helpful information			
<ul style="list-style-type: none"> Elevations for new buildings, building additions, fences, and walls are required to convey proposed heights and articulations. Paper copies of drawings should not exceed tabloid (11" x 17") size. 			
Supplemental Drawing Checklist		To be completed by Customer Service Center Intake Staff	
REQUIREMENTS	YES	YES	NO
1. Provide fully-dimensioned elevations. Elevations should be drawn to scale with dimension information provided OR height and length dimensions must clearly be indicated on a graphic depicting the proposed structure.			
2. Elevation graphics will include the following (as applicable): <ul style="list-style-type: none"> Per Unified Development Ordinance (UDO) Section 1.5.7, the elevations shall provide the highest and lowest grade along the front façade. <ul style="list-style-type: none"> Calculate and dimension height from the average grade of the highest and lowest grade elevation parallel to the street to the top of the highest point of the roof. 			
3. The plan should indicate if the lot is level or slopes up/down from the street. <ul style="list-style-type: none"> Per UDO 1.5.7.A.4, when the lot slopes up from the street, building height is measured from the average point at grade of the front and rear wall plane. 			
4. If the structure is subject to Residential Infill Compatibility (UDO Sec 2.2.7.) the elevation graphic shall include: <ul style="list-style-type: none"> Calculate and dimension the side wall height(s) from average grade, which is determined from the grade elevations of the front and rear wall plane. Articulation is required for side walls on additions or new construction that are 22 feet or taller, extending for more than 50' and located within 15' of the side lot line. 			