

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 Same Day/Next Day permitting.

TO BE COMPLETED BY APPLICANT	YES
A plot plan must include the following:	
1. North Arrow (must be at the top)	
2. Location of the lot including street names, lot size, and dimensions	
3. Dimensions and setbacks for proposed and existing buildings or structures (must be labeled clearly and correctly)	
4. Date of drawing, signature of the person preparing the document, and recorded lot number and address. Reference to the Book of Maps and page number (i.e. BM2005 and page number)	
5. Existing easements (Open spaces, greenways, buffers, flood, utilities, etc.)	
6. Impervious Surface area (labeled as existing or proposed)	
7. All information on a plot plan must be signed and sealed by a surveyor licensed by the state of North Carolina	
8. Use of an existing signed and sealed plot plan is prohibited; unless, the proposed work shown on the revised plot plan is also signed and sealed by a surveyor licensed in the state of North Carolina	
9. Plot plans shall be submitted on 8 ½" X 14" paper	