COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
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Plot Plan Requirements

Your application for a building permit must include one copy of an 8½" x 11" Plot Plan (larger paper sizes up to 11"x17" may be allowable upon request). The information shown on the plot plan should be legible, drawn to scale if possible, and must show the following:

1. Property owner's name, job address, and Assessor's Parcel Number(s).
2. Legal parcel configuration clearly shown with all property boundaries, dimensions, and acreage (must include all Assessors' Parcel Numbers).
3. Adjacent streets (both public and private) and any access easements.
4. Distance from centerline of any public/private roadway to property line.
5. North arrow and scale if applicable.
6. Proposed structure or addition including distance from property lines and other structures (e.g., Proposed Single-Family Residence, Proposed Garage, etc.).
7. All existing structures clearly labeled and distances from property lines (e.g., Existing Garage, Existing Barn, etc.).
8. Driveways, parking, and loading areas. Parking space size and setbacks from property lines must be shown for all commercial/industrial parking.
9. Existing and proposed septic systems (including septic tank, primary leachfield, and replacement leachfield) and wells, including distances from structures.
10. Easements and utility lines (power, sewer, water, access, etc.).
11. Fences and retaining walls.
12. Lakes, ponds, or streams, identified with names if appropriate. Distances from watercourses to the proposed project.
13. Location of floodplain/floodway.
14. Location of any signs, and distances to property lines for commercial/industrial uses.

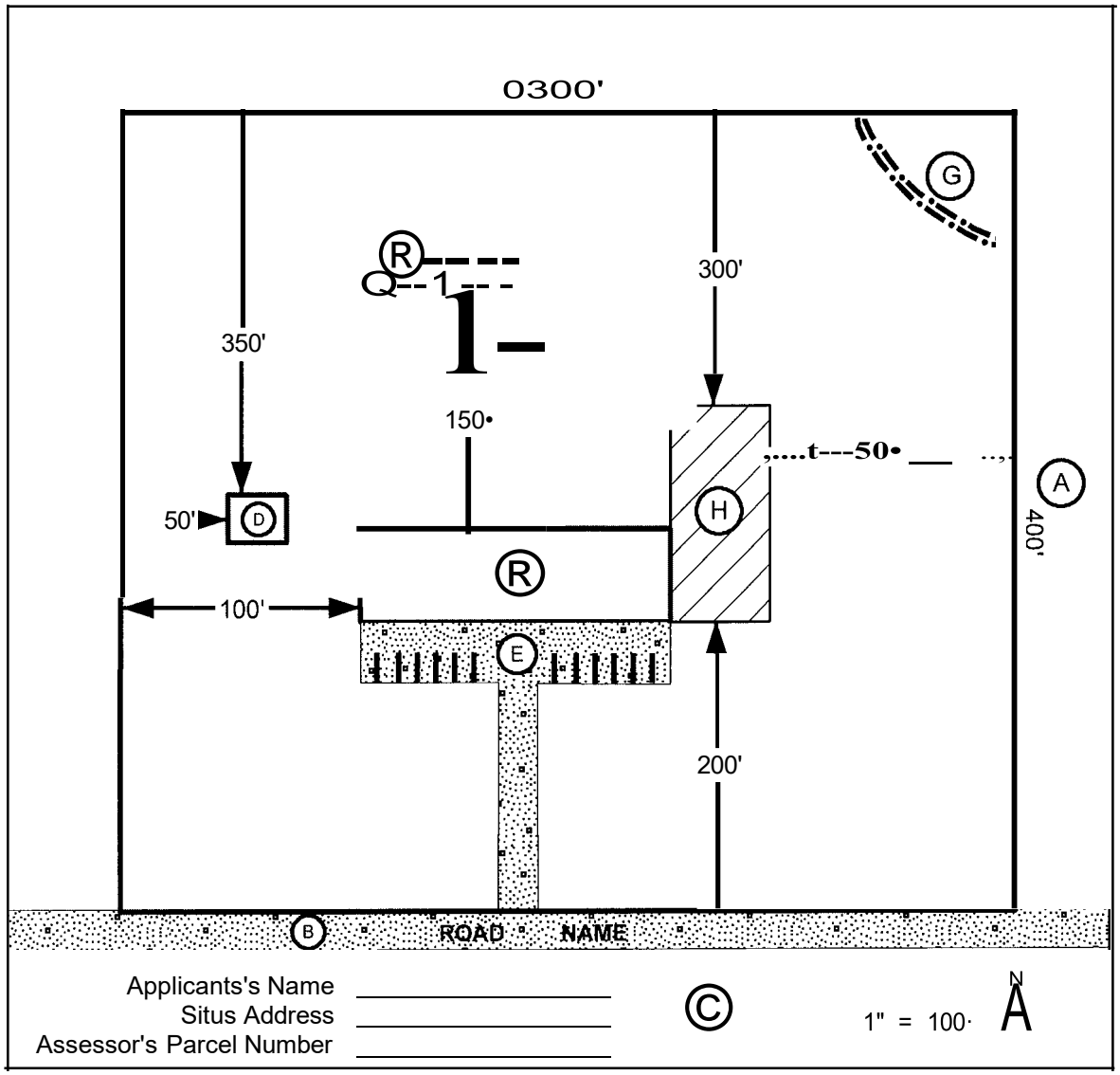
Plot Plans which **may not** be acceptable:

- Copies from the CDF application.
- Portions of larger scaled plot plans.
- Copies of plot plans used for previously approved building permits (which may include whited out areas, previous approval signatures, and illegible notations).

Failure to include any of the required information may result in the rejection of your application, delays in processing, or invalidation of your approved building permit.

See other side for Sample Plot Plan

SAMPLE PLOT PLAN



A. Parcel Shape and Dimensions.
B. Adjacent Streets.
C. North Arrow and Scale.
D. Existing Buildings including distance from property lines.
E. Driveways, Parking and Loading Areas.
F. Existing and proposed septic system and wells including distances from structures.
G. Easements and Utility Lines (power, sewer, water, etc.).
H. Proposed structure or addition including distance from property lines.

PLOT PLAN

COUNTY OF Mendocino

APPLICATION#_____

JOB ADDRESS:_____ CITY OR TOWN: _____

ASSESSOR'S PARCEL #: _____ PROPERTY OWNER'S NAME: _____

SHOW ALL BUILDINGS, STRUCTURES, SEPTIC TANKS AND LEACH FIELDS, WELLS, STREAMS, LAKES, ROADS, STREETS, ALLEYS, RETAINING WALLS FENCES, EASEMENTS, POWER POLES, AND ANY OTHER IMPROVEMENTS AND INDICATE ALL DISTANCES BETWEEN. SPECIFY WHETHER EXISTING OR PROPOSED. INDICATE ORIENTATION WITH A NORTH ARROW.