



Residential Plot Plan Procedures

1. Submit 2 copies of the proposed plot plans to the Planning Division for approval no larger than 36” by 40” and no smaller than 18” by 24”. Label as “plot plan only”. Plot plans shall be engineered drawings that match the final map.
2. Plot plans for model homes are not to be approved unless the Director’s Review has been approved for the model homes or sales office.
3. Plot plans for anything other than model homes shall not be approved until the final map has been recorded. Please provide proof that the map has been recorded.
4. The landscape plans for model homes and production homes shall be approved prior to approval of the plot plan submitted.
5. All application submittals for plot plans (including models) shall include the following information:
 - a. Provide the footprint and square footage for each model floor plan (include the garage in the size of the first floor).
 - b. Length and width of each building.
 - c. Indicate the size and location of A/C units and distance to property line. Minimum distance required is 5ft.
 - d. Label the plot plan. A precise grading plan must be submitted for the modification of production plans; the engineering division of the Public Works Department will advise if it is required.
 - e. Add lot coverage percentage.
 - f. Lot Size
6. The individual lots should have the length and width dimensioned on each lot.
7. All setback dimensions shall be legible on each individual lot.
8. Indicate the location of the interior block wall on the plot plan.
9. Provide the name of the project, Tentative Tract Map number, engineer, and applicant.
10. The temporary use of generators requires a Director’s Review; include a noise study with packet.
11. Subdivision sales office and signs require approval of a Director’s Review.
12. Once the plot plan is approved by the Planning Department, copies of the approved plans will be returned to the Building Division of Public Works Department for Distribution.