

WHAT IS A PLOT PLAN?

Are you building a new home, an addition to your home, a shed, garage, or constructing a new deck? If so, then you will need a plot plan of your property.

A **plot plan** is a birds-eye view of the entire property. It is an architecture, surveyor, engineering, and/or landscape architecture plan, drawing, or diagram which shows all of the major features, buildings and structures on a piece of property. It also shows abutting roads, and the new proposed buildings or structures at a defined scale.

When do I need a plot plan?

Plot plans are required for all exterior additions or new structures. The plot plan may be used during the zoning, variance or building permit review process to help the Planning Department check for any conflicts. It aids in determining whether the proposed excavation, construction, moving or alteration is in conformance with the development regulations in the City's zoning ordinance.

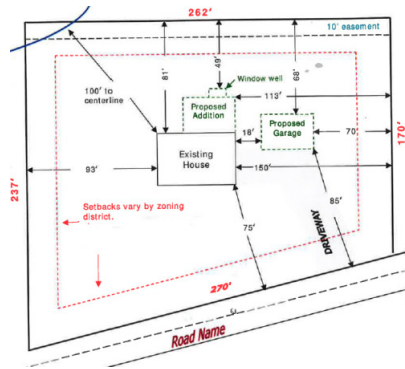
A plot plan is used to plan new single-family and two-family residential construction and residential alterations, such as decks or sheds. Once the plan is approved, it may be used by the builder when laying out the property.

The plot plan must be drawn to scale so that features are shown in relation to one another, and include the following:

- the Owner's name and address;
- location of property;
- type of project and intended use of existing structures as well as proposed changes or additions;
- actual shape and dimensions of the lot, including location and dimensions of all of the lot lines marking the boundaries of the property;
- utility and drainage easement lines;
- driveways and approaches;
- sidewalks and other flatwork;
- dimensions of the building, height, setbacks from the front, sides and rear, space between the primary structure and any accessory structures, and lot coverage of all structures;
- the footprint of the first floor of any structures; and
- a directional arrow or compass should be shown that indicates how the property is oriented.

Examples of plot plans

Plot Plans may be simple:



or they may be complex:



Depending on the complexity of the project, plot plans may be drawn by surveyors, architects, engineers, or homeowners. When developing a plot plan, it is easiest to start with an existing plot plan or Improvement Location Certificate (ILC).

An ILC is typically used by a lender to determine if there are any problems with marketable title and to remove the survey exceptions from a title policy. Although it is NOT a boundary survey, it is fairly accurate and shows property lines and structures on the property. An ILC is an acceptable document to use on which to draw your project to scale for submittal as a plot plan to the City of Fountain.

What if I can't find a plot plan or ILC for my property?

If an ILC is not available, the person creating the plan must start from scratch by taking measurements or surveying the land. Once the plot plan is submitted to the local permit agency, a copy may be kept on record for future use or reference.

Other resources to use in drawing your plot plan

- Property search for shape and dimensions, aerial views, and legal description of your property through the El Paso County Assessor's Office <http://land.elpasoco.com>
- Subdivision Plat, available through the El Paso County Clerk and Recorder's Office or City of Fountain for dimensions of your lot, utility and drainage easements and rights-of-way
- Pikes Peak Regional Building Department to obtain any previously approved plot plans that they may have on record for your property
- Please reference the City's brochure on "[Where are my property boundaries?](#)" to assist you in determining your property boundaries for drawing your plot plan

This brochure is meant only to be a quick reference guide and in no way meant to be considered a complete set of regulations and definitions.

For questions or additional information, please contact: 719-322-2000 Ext. 1, or EMAIL: planning@fountaincolorado.org