



# Town of Zebulon

## Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597  
 Phone: (919) 823-1810 Fax: (919) 269-6200  
 www.townofzebulon.org

### Residential Plot Plan Checklist

**Applicability:** A plot plan is required for Planning Staff review for any single-family and duplex development (including additions, detached structures, decks or handicap ramps, pools). The plot plan is submitted along with a completed permit application. Staff comments will be provided to the applicant at the end of the review process.

*\*\* For new construction of new residential developments that need Special Use Permit (SUP) or Technical Review Committee (TRC) review, please obtain prior approval from planning staff before turning in your commercial building permit submittal packet.*

#### **Submittal Requirements:**

- 1) A reproducible plot plan (Usually inked or plotted. Faxes are not acceptable).
- 2) Plot Plans for new single-family and duplex dwellings must be prepared by a Professional Land Surveyor (PLS) or Professional Engineer (PE).
- 3) A property owner may depict additions (i.e. sunroom, deck, detached structure) on an accurate survey. The additions must be drawn darkly enough to be reproducible.
- 4) It is strongly advised that the applicant keep an original for their records.

Once all comments have been responded to satisfactorily by the applicant, a Planning Technician will sign the Zoning Permit Approval. Copies will be given to the applicant at permit issuance and forwarded to Building Inspections.

*\*\*Adhering to the following checklist will greatly assist in efficiently processing building permit requests. Failure to provide the necessary information may result in delay of permit issuance.*

✓ = Provided X = Not Provided N/A = Not Applicable

<u>Plot Plan Requirements</u>		<u>Minimum Plot Plan Requirements</u>
Staff Use		Provide a standard scale (i.e. 1"=40'). Show as a scale bar and verbal scale (i.e. 1"=40')
		Provide a north arrow
		Provide current owner's name, address and daytime phone number on zoning application
		Provide the name, address, daytime phone number and signature of person's preparing the plan. If prepared by a Professional Land Surveyor, metes and bounds descriptions and the source along with a signed professional seal is required
		Plans must have a floodplain statement, "This property is or <u>is not</u> located in a Special Flood Hazard Area as determined by the Department of Housing and Urban Development " Any disturbance or improvements within a Special Flood Hazard Area Requires a Floodplain Development Permit which is issued by Engineering Services
		Clearly indicate the property address



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		Indicate the subdivision name and lot number
		Show property lines (boundary) with dimensions and to scale
		Conditional Requirement: If proposed structure is within 2 feet of a required setback, the type of property corners (i.e. EIP, etc. ), along with whether the corner was located and flagged or not must be noted on the plot plan
		Depict and identify all structures ( existing and proposed ) with gross square footage (s)
		Note the use (i.e. residence, shed, garage, etc.) of existing and proposed structures.
		Provide the height ( in feet ) of all proposed structures from the finished floor to the peak of the roof
		Dimension and location of all existing and proposed buildings, distances between buildings measured wall to wall at the closest point; distance from building wall measured at right angle to property lines ( including r/w's )
		Identify street name (s) and type of improvement (i.e. curb and gutter or no curb and gutter )
		Depict and identify any easements, right of ways, or buffers on the property
		Show and label proposed driveways (i.e. "Proposed Concrete Driveway"). Show existing or proposed driveway improvements
		Driveway Note. All sites with a proposed driveway shall have the following note, "Proposed driveway shall be constructed to the Town of Zebulon standards
		Provide distance of driveway edge ( measured at the r/w ) to the adjacent property and from intersecting r/w's ( corner lots only ). Also dimension the driveway width at the right of way
		Date map prepared and revised
		<b><i>If requested by staff an as-built final plans, indicate that it is an as-built plan and provide name of the Professional Land Surveyor who prepared the plan, his signature and seal and the date the map was prepared (and any revision dates).</i></b>