

VILLAGE OF COUNTRY CLUB  
PLANNING & ZONING  
6601 NORTH BELT HIGHWAY  
COUNTRY CLUB, MO 64505

## **PLOT PLAN REQUIREMENTS**

### ***What is a Plot Plan?***

A plot plan is an accurate drawing or map that shows the size and shape of your property and the location of any man-made features such as buildings, driveways, walls, septic leach fields, propane tanks and wells. A plot plan shows both what currently exists on the property and what is proposed.

Most building permit applications require plot plans. This handout has been prepared to assist you in preparing a good plot plan. It lists the information required, shows what a good plot plan looks like and provides helpful hints and guidelines for preparing an acceptable plot plan.

### ***When do you need to submit a Plot Plan?***

Plot plans are required for any proposed new construction such as new homes or commercial buildings, accessory structures, and building additions. Country Club does not require a plot plan for interior remodels, basement finishes, furnace and air conditioning installations and plumbing and electrical upgrades.

### ***What does a Plot Plan show?***

A plot plan must show:

1. Address of the property
2. North arrow
3. Identification of the drawing's scale, if used
4. Property lines and dimensions
5. Access location and adjacent streets or County roads
6. Identification of exactly what work is to be done, including any proposed changes to physical features of the site or existing structures
7. Dimensions showing front, side and rear setbacks and size of proposed and existing structures, including porches and decks
8. Location and dimensions of any graveled or impervious paved areas such as driveways or parking
9. Ground elevations and contour lines for sloping sites or where earth grading is proposed may be required.
10. Attach storm water plan if required.
11. Identify erosion control.

## ***How to prepare a Plot Plan:***

- Step 1: Determine property boundaries. This may require a survey by a licensed surveyor.
- Step 2: Determine the location of all structures and other physical features on your property which are required to be shown on the plot plan.
- Step 3: Draw the plot plan –Plot plans for Commercial or Industrial zone districts **will** require a scaled drawing by an architect, engineer, or surveyor.
- Step 4: Check the drawing against your physical inventory of your property.
- Step 5: Make two copies of your final plot plan to submit with your building permit application and building plans.
- Step 6: Ask questions! Staff will assist you in any way we can.

## ***Hints:***

1. Owners of property created by a Recorded Exemption, a Subdivision Exemption, platted Subdivisions, or Planned Unit Developments can use copies of their lots made from the recorded plats and fill in the applicable information such as existing and proposed improvements. These plats will show any dedicated easements or road right of way and help make the plot plan more accurate.
2. Commercial properties are always attached to a special zoning permit which requires that a site plan be approved and recorded. These site plan plats show approved structures, landscaping, parking, road right of way, access, etc. A copy of a site plan can be used as a Plot Plan for applicable building permits and is a valuable tool. Check with Building or Planning staff to see if a site map is on file if you are working with such property.

## ***Sample Plot Plans:***


- Sample 1: shows a basic Plot Plan for rural property that is not in a platted Subdivision or Townsite.
- Sample 2: shows a basic Plot Plan for property located in a platted Subdivision, Townsite, or Storm Drainage Fee Area. Please verify with Building Department staff whether your property is located in a platted Subdivision or Townsite or in a Storm Drainage Fee area.
- Sample 3: shows a basic Plot Plan for a Commercial/Industrial building site.


# Sample 1: PLOT PLAN FOR RURAL PROPERTY

## CHECKLIST

- ✓ Size: No smaller than 8.5" X11"
- ✓ North arrow
- ✓ Plot Plan Scale (if required)
- ✓ Existing buildings
- ✓ Proposed buildings
- ✓ Location of septic tank, leach field, propane tank and/or water well
- ✓ Owner name and legal description
- ✓ County road or street names
- ✓ Access and driveway dimensions
- ✓ Utility facilities

↕ Use arrows to show measurements and distances from proposed buildings to other structures and property lines

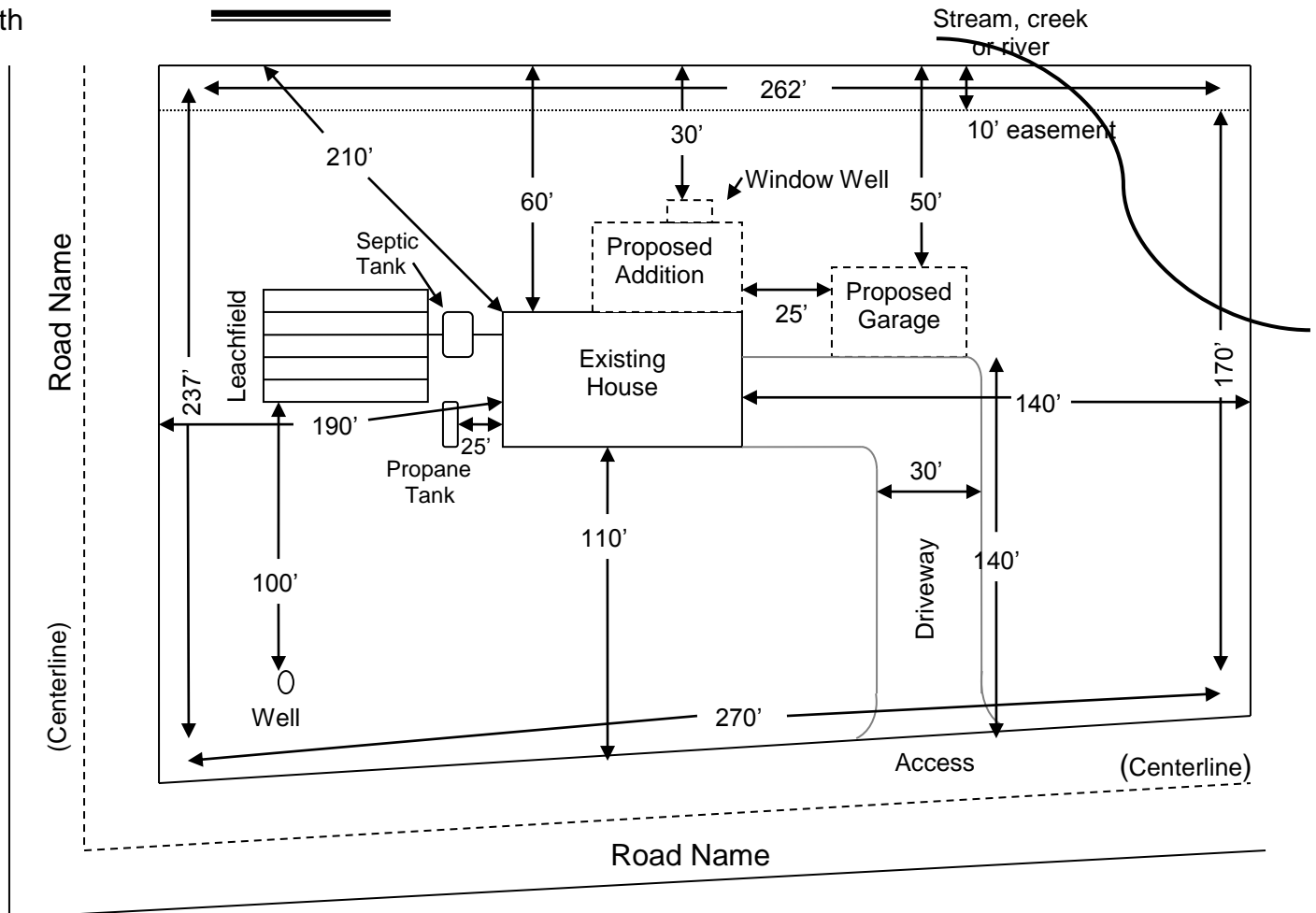
 Use solid lines to indicate existing structures

 Use dashed lines to indicate proposed structures



Scale: 1 inch = 50 ft  
0 25 50

John Smith Residence  
PT SE1/4 31-7-66 Lot A RE-1223





**Sample 2: PLOT PLAN FOR PROPERTY LOCATED IN A PLATTED SUBDIVISION, TOWNSITE, OR STORM DRAINAGE FEE AREA**

**CHECKLIST**

- ✓ Size: No smaller than 8.5" x 11"
- ✓ North arrow
- ✓ Plot Plan Scale (if required)
- ✓ Existing buildings
- ✓ Proposed buildings
- ✓ Location of septic tank, leach field, propane tank and/or water well, if applicable
- ✓ Owner name and legal description
- ✓ County road or street names
- ✓ Access and driveway dimensions
- ✓ Utility production facilities

↑ Use arrows to show measurements and distances from proposed buildings to other structures and property lines

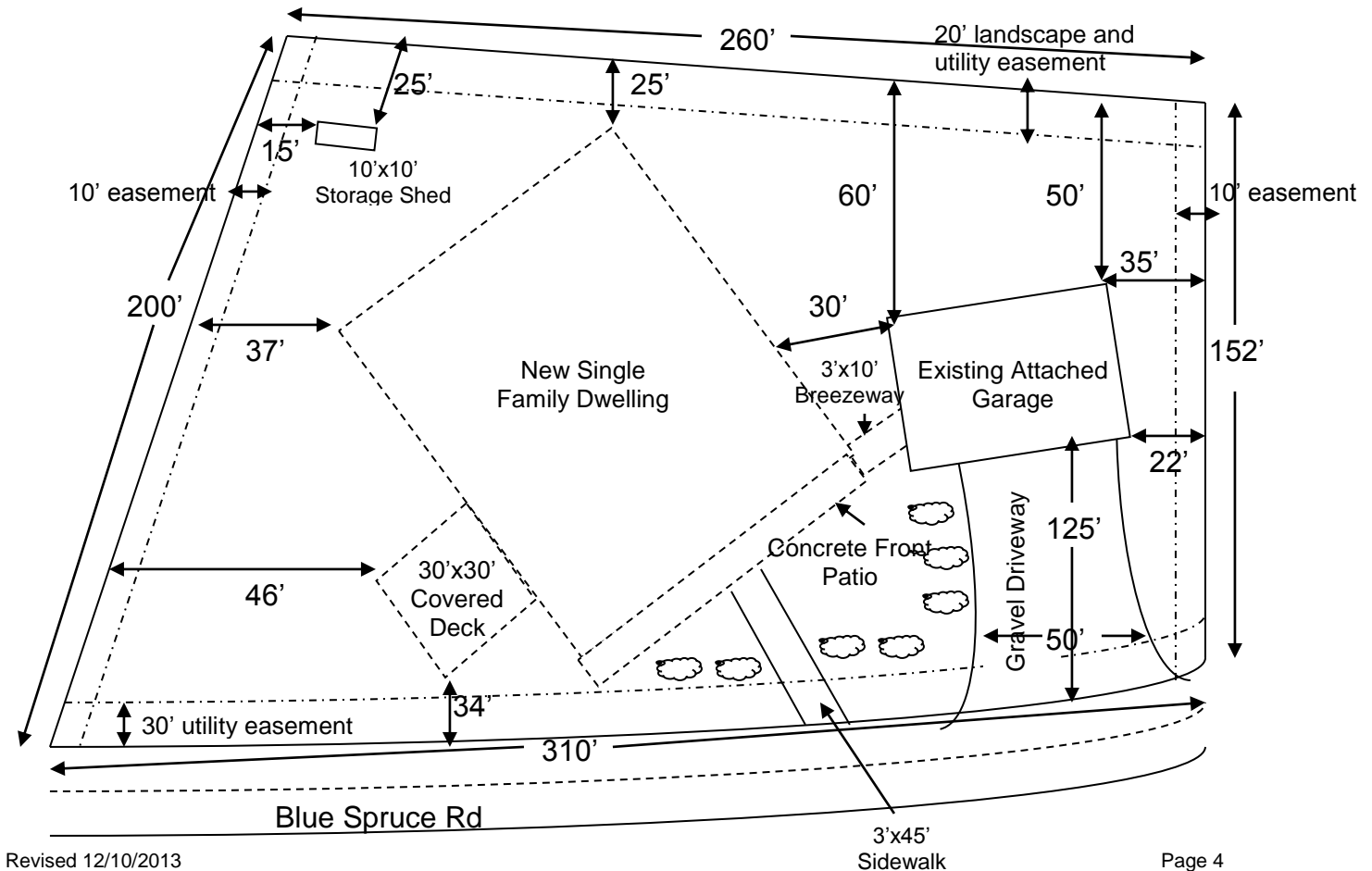
 Use solid lines to indicate existing structures

 Use dashed lines to indicate proposed structures



Scale: 1 inch = 50 ft  
 0 25 50


Jack Stone  
 Lot 16 Blk 5, Blue Spruce Subdivision 3<sup>rd</sup> Filing  
 2002 Pine Forest Rd




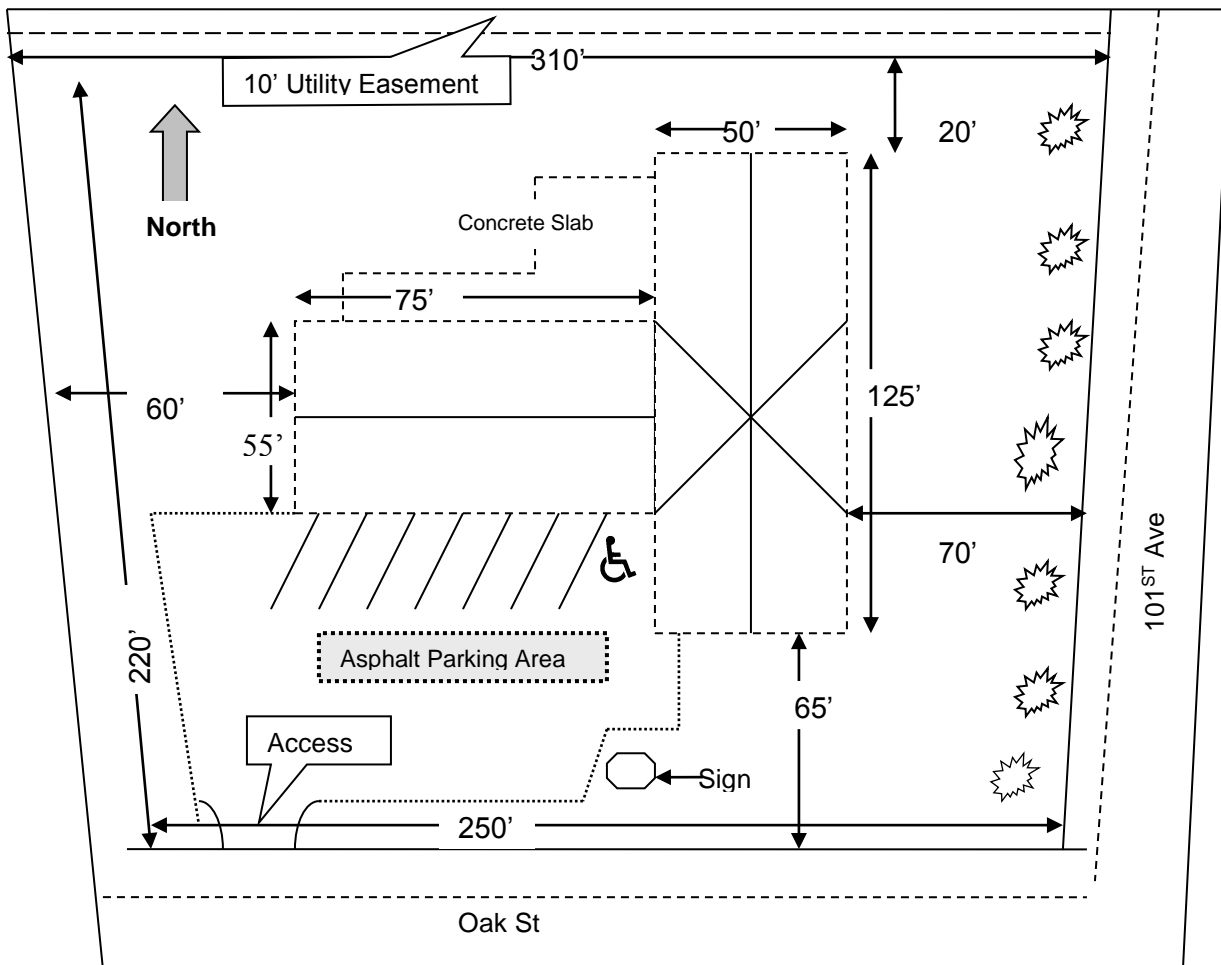
**Sample 3: BASIC PLOT PLAN FOR A COMMERCIAL/INDUSTRIAL BUILDING SITE.  
CHECKLIST**

- ✓ Size: No smaller than 11" x 17"
- ✓ Plot Plan Scale – drawing is required to be to scale
- ✓ Existing buildings and structures
- ✓ Proposed buildings and structures
- ✓ Location of parking, landscaping and fences
- ✓ Owner name and legal description
- ✓ County road or street names
- ✓ All property, access and driveway dimensions, distances to proposed building and between existing structures must be shown
- ✓ Utility production facilities

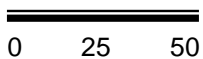
↕ Use arrows to show distances from proposed buildings to other structures and property lines

 Use solid lines to indicate existing structures

 Use dashed lines to indicate proposed structures



**Scale: 1" = 50'**



Owner: L&D Enterprises, Inc.  
 Lot 3 Blk 7 Sunshine Commercial PUD  
 4278 Oak St  
 Architect: Ford & Livingston PC