

**INSTRUCTIONS:**

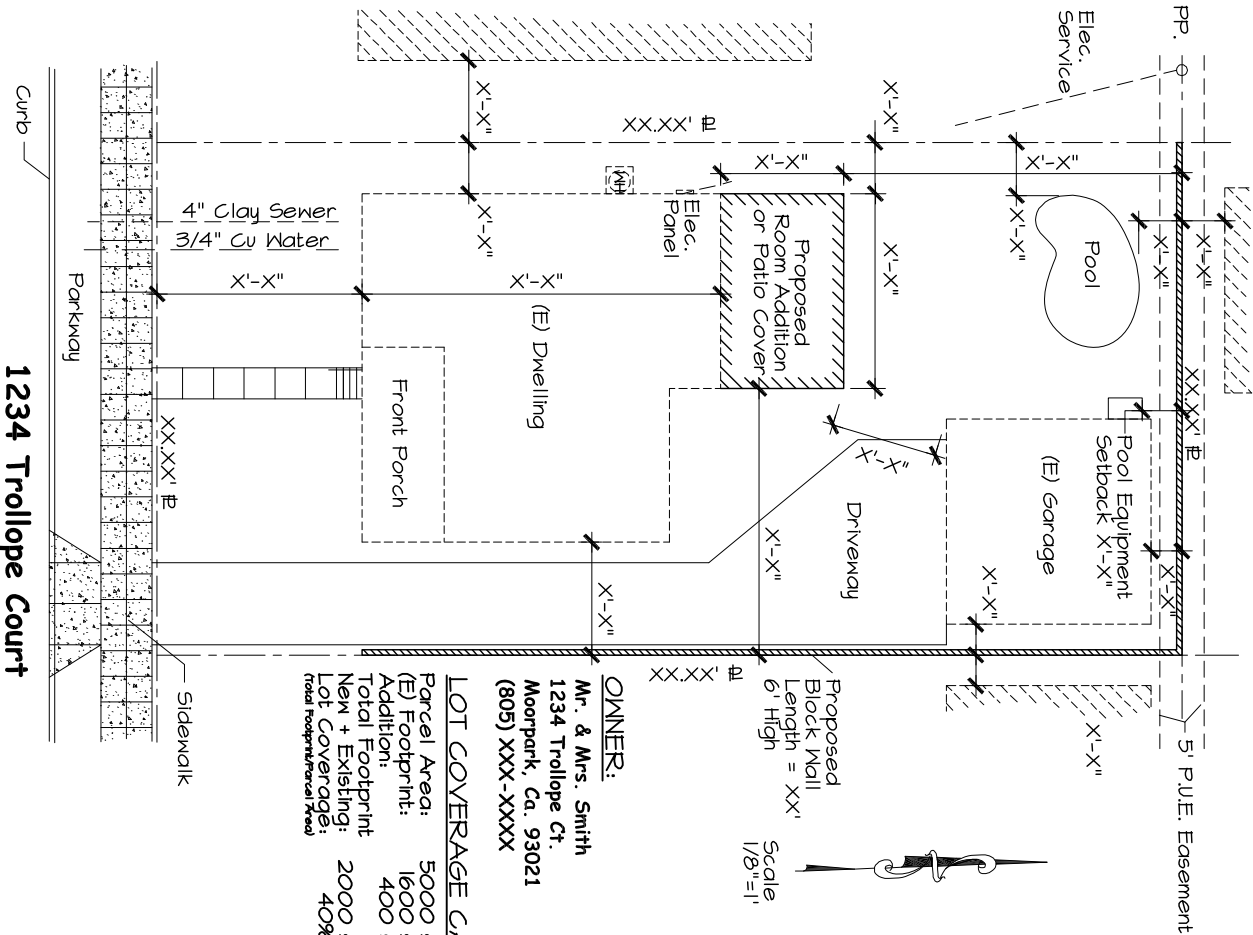
The following information and detail must be shown on the Plot Plan. Please read the information, view the example and prepare a plot plan for your project to accurately and correctly depict the necessary information

**NOTES:**

1. Show the scale of the drawing. A typical single family dwelling drawn at 1/8" = 1', will typically fit on an 8 1/2x11 sheet. The site plan should be on a sheet of paper large enough to show all of the information.
2. Show a north arrow on the site plan.
3. Show all buildings and or structures on the property (and structures on adjoining lots within 10' of the subject property), existing and proposed and the distances between those buildings and/or structures.
4. Show all distance from the existing and proposed structures to the property lines.
5. Show the location of the utility lines (electrical, water, sewer, gas, phone, etc..) Show whether they are above or below ground.
6. Show proposed gas, electrical, water, and sewer improvements, meter location, conduit or pipe size, and their respective locations
7. Plans and notes shall be legible, clear and easy to read.
8. Show all streets and alleys, include street address.
9. Show the proposed structure and identify the use, ie: room addition, patio cover, balcony, workshop, pool, block fence, etc.
10. Show all utility and/or easements and label their widths and use.
11. Planning Department Clearance must be obtained prior to the building division application and issuance.
12. Provide existing plus proposed building area, lot area, and calculate percentage of building coverage.

**QUICK TIP:**

Not all projects require all of the above information, some require additional information based on the proposed scope of work. For your specific project, check with Planning and Building and Safety personnel with regards to your specific project.



**OWNER:**  
Mr. & Mrs. Smith  
1234 Trollope Ct.  
Moorpark, Ca. 93021  
(805) XXX-XXXX

**LOT COVERAGE CALC.:**  
Parcel Area: 5000 sqft.  
(E) Footprint: 1600 sqft.  
Addition: 400 sqft.  
Total Footprint: 2000 sqft.  
New + Existing: 2000 sqft.  
Lot Coverage: 40%  
(total footprint/parcel area)

**SAMPLE SITE PLAN**

**HELP FOR THE HOMEOWNER  
MOORPARK BUILDING & SAFETY**

1234 Trollope Court

<b>Ray Young, CBO</b>		Date
Building Official:	3/23/11	
Date: 3/22/11	Sheet 1 of 1	8804