



**DEPARTMENT OF PLANNING & BUILDING**  
**BUILDING DIVISION**  
 276 Fourth Avenue Chula Vista CA 91910  
 619-691-5272      619-585-5681 FAX

# HOW TO PREPARE A RESIDENTIAL PLOT PLAN

## FORM 4595

This handout describes how to prepare a typical plot plan for construction related to Single Family Residences. With the exception of minor interior alterations, all plans submitted to the Building Division for a building permit require a plot plan.

The Planning & Building Department has handouts that show construction techniques formiscellaneous structures such as Patio Covers and Free Standing Walls. These handouts, may be used in lieu of construction plans when attached to a properly prepared plot plan. The following explains requirements for a plot plan.

### PLOT PLAN

A plot plan is a drawing that shows the entire construction site and all structures existing and proposed. This plan must be legible and drawn to scale and the scope of work must be clearly defined. Information regarding a particular lot may be obtained from the Planning Division, Records Section.

After a permit is issued and the project is completed, the Building Division maintains microfilm or digital copies of the plot plan. We request that the plan be drawn large enough and clear enough for microfilming. The minimum page size is 11" x 17".

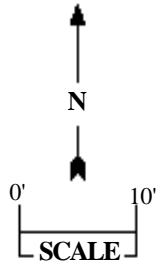
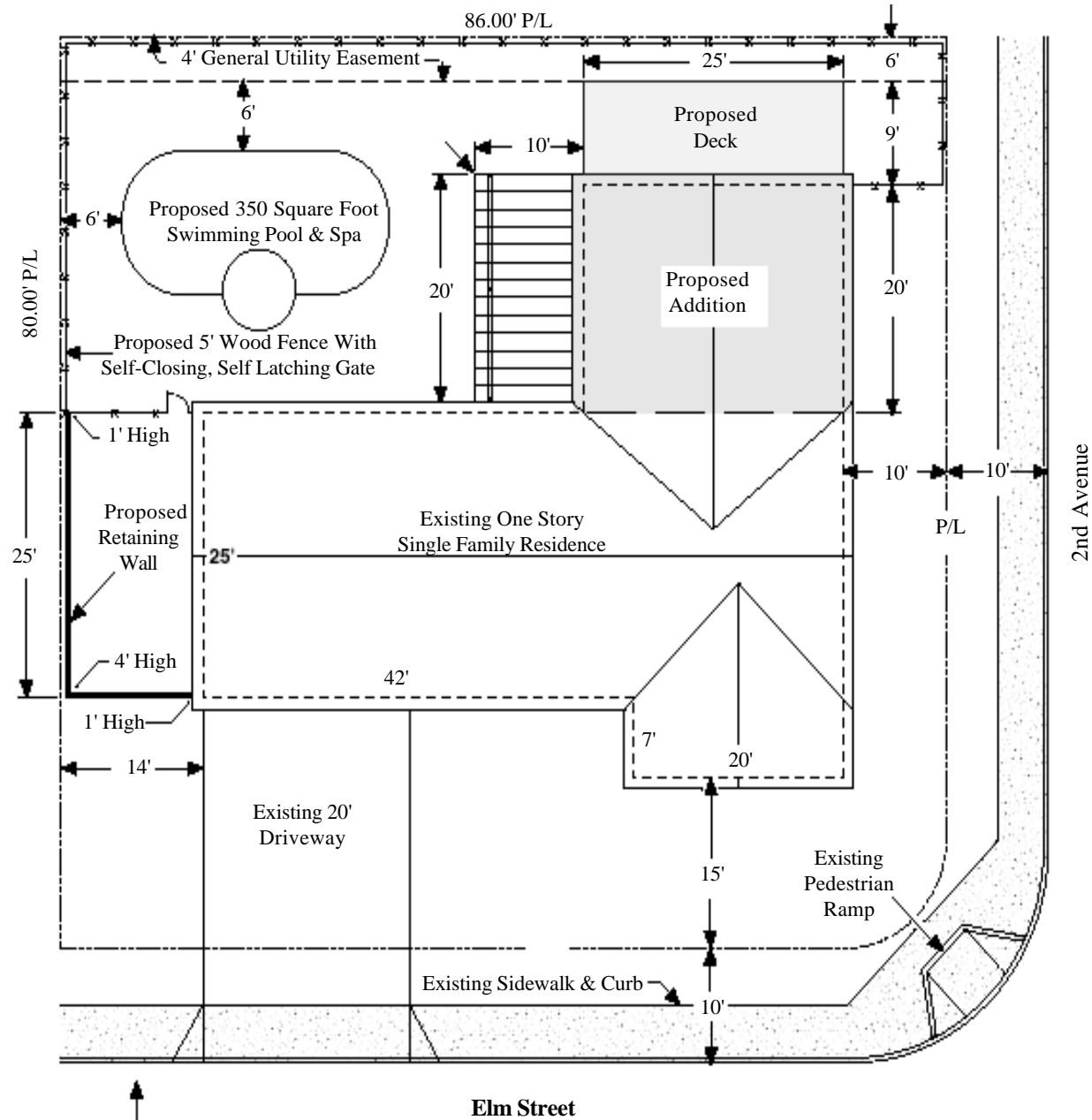
For an example of a Plot Plan see **Figure 1** (see reverse side.)

This illustration shows several different types of

additions and miscellaneous structures. Also noted is a list of all items required to be shown on the plot plan.

1. Property lines (boundaries) with dimensions.
2. Exterior dimensions of all existing and proposed buildings, additions and structures, with dimensions to property lines. Also, any architectural projections such as bay windows, fireplaces, etc.
3. All existing and proposed public improvements such as, curb, sidewalk, pedestrian ramps, driveways, etc.
4. Dimensions and location of any easements.
5. Curb to property line distance, or centerline of street to property line distance. Width of alley, if applicable, and type of paving.
6. Name and address and phone number of the property owner.
7. Address of the construction site.
8. Legal description of the construction site.
9. North arrow and scale.

**Figure 1/ Typical Plot Plan**



**Legal Description:**  
 Lot 123, Block 4 of  
 City Heights  
 Subdivision  
 Map 5678  
 APN # 123-456-78  
 Lot size = 6880 sq.ft.  
 Existing Residence = 1530 sq.ft.  
 Proposed Addition = 500 sq. ft.

**Ownership Information:**  
 Mr. & Mrs Smith  
 1234 Elm Street  
 Chula Vista, CA 91910  
 (619) 555-1234

**Site Address:**  
 1234 Elm Street