



Town of Clayton  
Planning Department  
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## RESIDENTIAL PLOT PLAN CHECKLIST

*The following information must be on every plot plan submitted for approval for new construction of residential structures.*

- North arrow (must be at top), metes and bounds of property boundary, adjacent right of way, and graphic scale.
- Required site data on every plot:
  - a. Zoning District
  - b. Setback requirements:
    - a. Building setback envelope
    - b. Minimum front
    - c. Minimum lot width
    - d. Minimum side
    - e. Minimum rear
    - f. Minimum street side
    - g. Maximum lot coverage
    - h. Maximum impervious
    - i. Maximum lot size
    - j. Minimum dwelling size
    - k. Required building separation
    - l. Minimum lot size
- Address, lot number, subdivision, phase of subdivision, square footage of the lot.
- The plot plan must be drawn to an engineer scale such as 1" = 20', 1" = 30', etc., and submitted on either letter (8 1/2 x 11) or legal (8 1/2 x 14) sized paper. Graphic scale must be shown on the plot plan.
- The plot plan must clearly show setback dimensions and standards. Front, side, rear setbacks, impervious, lot coverage, square footage/acreage of the lot.
- The plot plan must show location of proposed driveway with distance from the side property line. For corner lots the minimum corner clearance from the curb line or edge of pavement of intersecting streets shall be at least 20 feet from the point of tangency of the radius curvature, or 20 feet from the intersection of right-of-way lines, whichever is greater. Show this on your plot plan.
- Building separation: If there is a required building separation, the plot plan must show any existing structures on any adjacent parcels for building separation.
- Map book and page number of recorded lot.
- Label street name(s).
- Lines should be drawn with a line hierarchy with the property line being the heaviest line.
- All existing easements, buffers, open spaces, greenways, flood zones, utilities etc. must be clearly labeled on the plot plan. (Note: Floodplain Development Permit form submitted if applicable)
- Property Owner's Information.
- Contact Information for surveyor.
- Date of drawing, signature and seal of the surveyor preparing the document.