A plot plan is required with all applications for conditional uses, special exceptions, and variances. Any incomplete, illegible, or inaccurate plot plans will cause delay in processing of an application.

**PLOT PLAN PREPARATION**

The plot plan must be a scaled drawing prepared or reproduced on a letter size sheet (larger drawing must be reduced). The plot plan should be drawn by a skilled drafter or a professional surveyor, engineer, or architect. The level of detail may vary, depending on the nature of the request but the following items are suggested minimums:

- _______________________________ Name of applicant
- _______________________________ Date
- North arrow
- Scale in feet
- Lot size in acres or square feet and property dimensions
- Location, dimensions, floor areas, and heights of all structures
- Location and dimensions of driveways and off-street parking and loading aisles and spaces
- Description of landscape improvement, screening, and buffer yards
- Physical features, such as ground cover, water bodies, flood-plain, and general topography
- Adjacent streets, alleys, railroads, water bodies, land uses, and zoning districts
- For variance applications: dimensional requirement(s) subject to variance noted or highlighted
- Other features necessary for the Planning Commission/Zoning Board to adequately assess the proposal.