

# Plot Plan Instructions

A Resource for Jackson County Residents



We look forward to reviewing your permit application and appreciate you taking the time to complete a plot plan. Complete plot plans are essential for the timely review of your application. A plot plan is needed to evaluate your development proposal for zoning, addressing, sanitation and building requirements. Please refer to the checklist and sample plans.

*Incomplete plot plans are the #1 reason for delays in applications.*

## *Here are some tips before you start:*

### 1) TALK TO A JACKSON COUNTY PLANNER

Before submitting a development application, come in and consult with a Planner to discuss potential land use issues and minimum setbacks. Planners are available for general questions Monday, Tuesday, Thursday, and Friday 8am - 11:30am; or by scheduled appointment for a fee. Or call (541) 774-6907 Monday through Friday 12:30pm - 4pm.

### 2) CHECK YOUR RECORDS

To help you create your plot plan, get a copy of the Assessor's tax map showing your property configuration. Utilize other sources such as deed and title records, an appraiser's report, or surveys.

### 3) TOOLS YOU WILL NEED

Before beginning, please read through the checklist. You will need a good ruler, preferably an engineer's scale, for measuring distances, scaling your plot plan, and to serve as a straight edge. Use a pen and print clearly.

### 4) DRAW TO SCALE DIVISIBLE BY 10

A uniform drawing scale is important to accurately display how various elements of your development proposal fit together.

An example of a drawing scale is 1" = 50' (one inch on your plan will represent 50 feet on your property). This allows you to measure distances on your property and draw them proportionately on your plot plan. You must use a scale divisible by 10 (1" = 10' or 20' or 60', etc.).

### 5) KEEP A COPY

Once your plot plan drawings are complete, make a copy for your personal records. The same plot plan may be used each time you apply for new development projects.

# Plot Plan Checklist

**The plot plan map should be drawn on white paper that is 8.5" x 11.0".**

*Larger plot plans will be rejected. See additional pages for examples of correctly prepared plot plans.*

## THE FOLLOWING ELEMENTS MUST BE ON YOUR PLOT PLAN MAP:

1. Check that the size of your plot plan is on paper no larger than 8.5" x 11." If you have a large property you may want to use Option 2 to get the plan to fit on one sheet of paper.
2. Indicate map scale in units divisible by 10 (ex: 1" = 10'; 1" = 20'; 1" = 50', etc.). Provide the most detail possible on one sheet of paper.
3. Accurate shape and dimensions of the entire property. Draw the property lines in a solid black line.
4. Name, township, range, section and tax lot number(s).
5. North arrow (pointing up).
6. Any adjacent public or private roads, access easements and/or driveway locations.
7. Location of all buildings (existing, proposed or to be removed). Show distances to at least 2 of the closest property lines (ex: north and east; south and west, etc). Proposed construction can be indicated by dashed lines. Indicate dimensions of the structures.
8. Location and direction of all water courses and drainage ways (such as rivers, intermittent streams, creeks, irrigation canals, ponds, lakes, wetlands, etc.).
9. Distance of the proposed structure from primary dwelling (main house).
10. Distance of the proposed structure from all natural waterways (see above for types).
11. Direction of downward slopes.
12. Location, dimensions and capacities (size of tank) of existing septic tank and/or drop box or other sewage disposal facilities, if applicable.
13. Location and dimensions of existing or proposed waste lines and sewage disposal facilities, including location and dimensions (including distance between lines and elevation) of drainfield and replacement drainfield, if applicable.
14. Location of all existing or proposed soil test pits, even if backfilled, from the plot evaluation. Show usable area as depicted on the soil worksheet.
15. Location of existing or proposed water well (or source of water) and water lines.
16. Distance of the proposed structure from the septic system (tank, lines and replacement area).
17. Check that all minimum setbacks have been met for proposed projects.

## MINIMUM BUILDING & SANITATION SETBACKS

*(Zoning setbacks also apply)*

100 feet from well to any drainfield  
or approved septic area  
50 feet from well to any septic tank,  
effluent or sewer line  
5 feet from house to septic tank

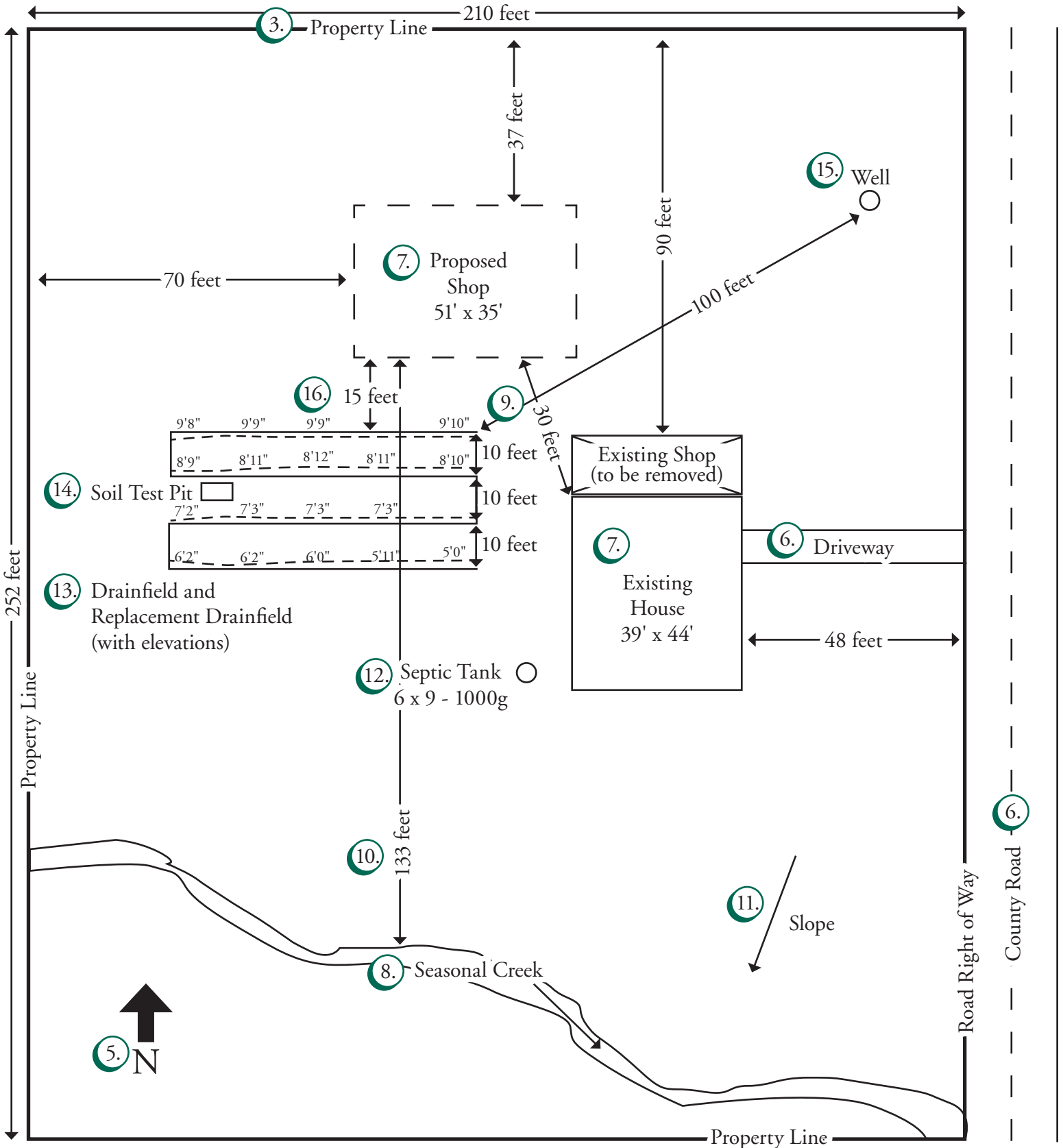
10 feet from house to drainfield  
5 feet from septic tank to drainfield  
10 feet from property line to drainfield

# Sample Plot Plan, Option 1

1. Remember your plan must fit on a 8.5" x 11" sheet of paper. If it is hard to fit your entire parcel on one sheet, use Option 2.

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2. SCALE 1 INCH = 30 FEET



# Sample Plot Plan, Option 2

1. If you have a large parcel of land you may wish to submit a plot plan showing an inset of your development as shown below. Remember your plan must fit on a 8.5" x 11" sheet of paper.

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