SUBJECT                          EFFECTIVE DATE                CODE SECTION       POLICY NUMBER
Plot Plan Review and Requirements November 2005 Update: July 2011 CBC 107.2.1 2.3.2

PURPOSE:

To create a consistent template for engineers to utilize to identify information required on the plot plans. Providing adequate information on plot plans will expedite the plan review process so permits can be issued in a timely fashion once a final map is recorded. The policy creates a useful checklist for plan checkers to use when doing plot plan review.

CBC Sec. 107.2.1: Plans and specifications shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the locations, nature and extent of the work proposed and show in detail that it will conform to the provision of this code and all relevant laws, ordinances, rules and regulations.

Definition: A Plot Plan document is a site plan of a lot created when a larger parcel is subdivided into several smaller parcels for the purpose of creating individual lot single family dwelling development in subdivisions. The Plot Plan is a document unique to the building department for the purpose of issuing the building permit for construction of the single family dwellings. The Plot Plan shall show all improvements existing and proposed for the parcel under consideration, including grading, drainage, building type and location, access, easements, etc.

POLICY:

Plot Plans may be submitted for review when all of the following processes have been completed:
1) Architectural master plan construction documents have been plan checked and approved for construction (See Master Plan Submittal Policy)
2) Improvement Plans are in the “Pre-Mylar” stage as defined by the Public Works Engineering Development Services.
3) The Approved Tentative Map has been submitted and plan checked for the first time by the Public Works Engineering Development Services. Upon approval this becomes the Final Map.

The initial Plot Plan review will be completed within 20 working days of submittal of complete plot plans. Re-submittals will be reviewed within 5 working days.
Building permits based upon Plot Plan review may be issued when all of the following procedures have been completed:

1) Architectural master plan construction documents have been approved for construction (See Master Plan Submittal Policy).
2) Improvement Plan has been approved and signed by the Public Works City Engineer.
3) The Final Map has been approved by the Public Works Engineering Development Services and recorded.
4) Fire Department approved Fire Plan Improvements have been substantially built and City Fire Department authorize the combustible portion of the development.

**Exception:** Building permits can be issued prior to Final Maps being recorded for Models pending Minor Conditional Use Permit Planning approval has been obtained and City Fire Department has approved the Fire Plan Improvements have substantially been constructed and deemed safe for combustible construction material to be stored and/or erected on site.

**Information required on the Plot Plans:**

1) Name of Development. Use name as officially submitted and not subsequent marketing names.
2) Title of drawing.
3) Lot Number, Lot Area and Address(s) (Designated address to be determined by City of Santa Rosa) Separate addresses are required for 2nd dwelling unit.
4) Master Plan Model Building Type as identified on Master Plans and reverse condition if applicable.
5) Clearly show building outline, overall dimensions, and number of stories.
6) Identify and show location of A/C compressor pad, other mechanical equipment, etc. Locations to conform to SRDC 20-42.030.c.3b(6) & SRCC Chapter 17-16.
7) Show property line lengths and bearings of the lot.
8) Show location of sewer lateral, sewer cleanout, backwater valve (if applicable), water lateral and water meter location.
9) Show and dimension all easements.
10) Show driveway location.
11) Clearly identify and dimension building setbacks (BSL) to property lines and, if applicable, setbacks to other structures and all porches (PSL), patio covers (PSL), garages (GSL), and raised deck (DSL) locations.
12) Provide reference point for establishing location of structure on lot. Provide dimension from reference point to building location.
13) Identify finish floor elevation of building and garage.
14) Identify finish grade of pad, lot corners, and show method of drainage off lot to approved public way or storm drain system. Note: See drainage plan of lot per subdivision improvement plans.
   a) Show all drainage devices i.e.: drainage inlets (DI), yard drains (YD), area drains (AD), catch basins (CB), storm drains (SD) along with their respective top of grate elevations (TG).
   b) Verify drainage at side setback area is not impacted by door stoop/landings located within side yards.
15) Provide Revisions Box, North Arrow, Scale, Legend of abbreviations used.
16) Provide general notes as required by engineer for specific issues of the lot.
17) Provide notation on the Plot Plan that a Grading and Drainage Verification letter shall be provided to the City building inspector by licensed engineer of record for this lot. This letter shall verify that grading and drainage has been completed per the approved plot plan with the exceptions noted in as-built configuration. Letter shall also note that finish grading and drainage meet the intent of the California Building Code requirements.
18) Wet stamp and Wet signature of Professional responsible for drawing is required prior to final approval of Plot Plan.
19) Provide name, address, phone and e-mail of professional responsible for the plot plan drawing.
20) Provide legend of abbreviations. Omit all abbreviations not used.
21) Provide supplemental attachments to the plot plan:
   a) An attached memo notating the version and date of Improvement Plans, Tract Maps and Master Plan documents the plot plans were referenced with when they were created. Verify the Plan Check Examiner has the latest version of documents for their review of plot plans.
   b) Pad elevation or grading elevation certification by licensed surveyor is required prior to Plot Plan permit issuance.
   c) Soils compaction certification by Soils Engineer is required prior to Plot Plan permit issuance.

All information shown on the plot plan must match the approved design of the Master Plans, Improvement Plans and Tract Maps. Note: Conflicting design will be reviewed as new private improvements. A building permit and plan check fee for the valuation of the improvement will be required. The Community Development Department Planning Division or Public Work Engineering Development Services may require additional review.
   a) Altered pad elevations, added retaining walls, moved driveways, etc. Will require an additional building permit and plan check.
   b) Drainage and/or grading on the proposed Plot Plan that is not shown on the Public Improvement will require a building permit and plan check fee associated with those improvements.
   c) If the plot plan shows a building outline or floor level changes that are different from the Approved Master Plans custom revisions to the master plans must be approved prior to Plot Plan Approval. Additional Plan Check and Permit Fees will be assessed.

Any deviation of this policy shall be requested in writing and requires approval of the Chief Building Official.

Michael K. Whitaker, Chief Building Official