



SITE/PLOT PLAN

IB-105

City of Murrieta – Development Services Department
1 Town Square, Murrieta CA 92562

November 2018

This Information Bulletin describes how to prepare a typical site/plot plan for construction projects. All plans submitted or reviewed over the counter for a construction permit require a site plan.

I. SITE/PLOT PLAN

A site/plot plan is a drawing that shows all property lines, lot lines, easements, public right-of-ways, buildings, structures located on parcel of property (existing and new). This plan must be legible, drawn to scale or fully dimensioned.

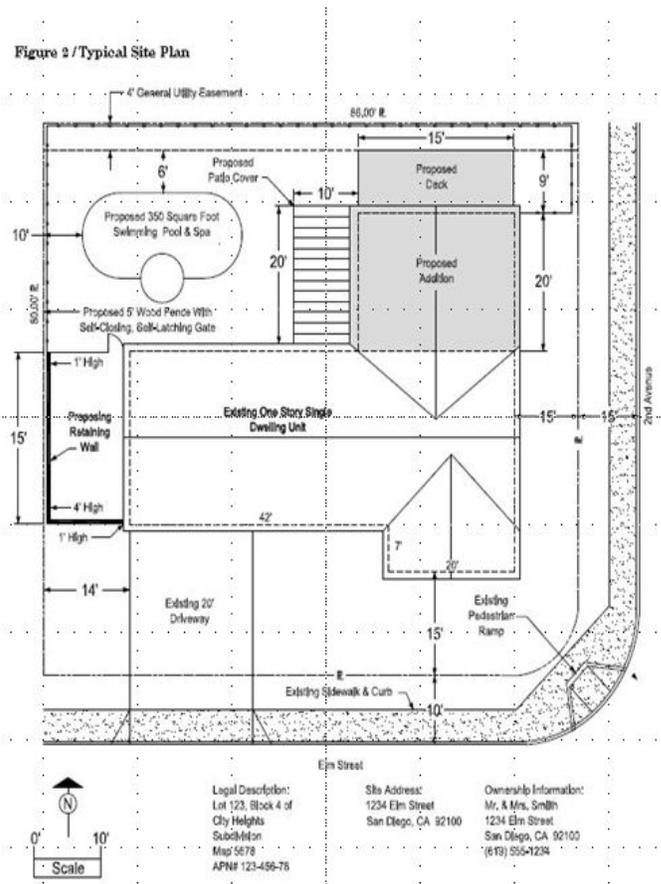
The site/plot plan must be shown on a sheet not smaller than 8.5" x 11" in size. For an example of a site/plot plan see Figure 1 in this bulletin. Noted below is a list of all items required to be shown on the site/plot plan:

- A. **Scope of work**, which includes a brief statement clearly describing the scope of work being proposed.
- B. **North arrow & drawn to scale or fully dimensioned.**
- C. **Property lines** with dimensions.
- D. **Exterior dimensions** of all existing and proposed buildings, additions and structures, with dimensions to property lines, dimensions between buildings and structure, and dimensions of architectural projections such as bay windows, fireplaces, etc.
- E. **Public Right-of-way dimensions** that include curb to property line distance, or centerline of street to property line distance, and type of paving.
- F. **Public improvements**, existing and proposed curb, sidewalk, pedestrian ramps, driveways, etc.
- G. **Easements** with dimensions, location and label describing purpose.
- H. **Property owner information** including name and address and phone number of the property owner.
- I. **Site address** of the construction site.
- J. **Legal description** of construction site & Assessor's Parcel # (APN), if available.

Documents Referenced in this Information Bulletin

- California Building Standards Code (CBCS)
- Murrieta Municipal Code (MMC)

Figure 1: Sample Site/Plot Plan

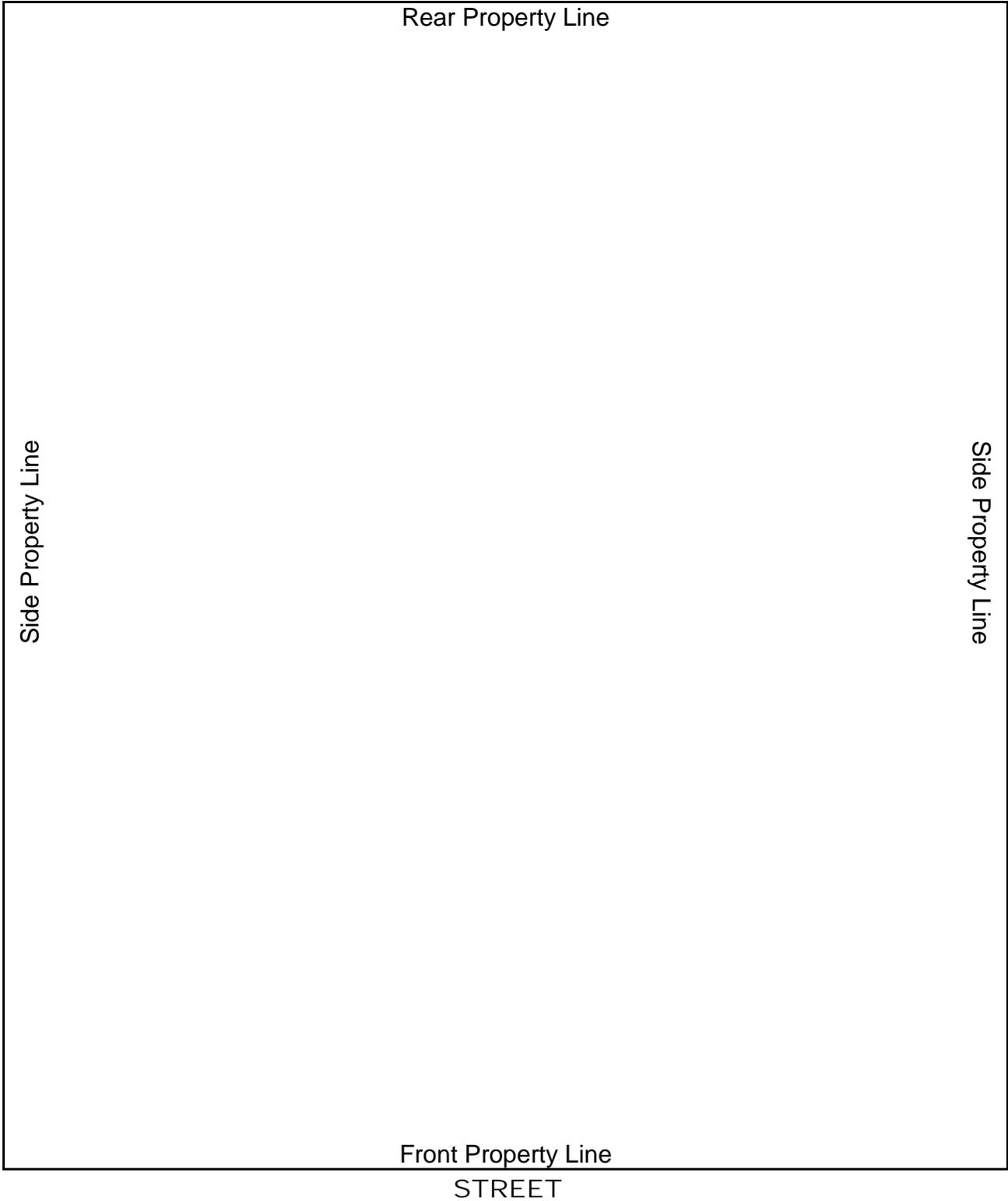


II. SITE INFORMATION

Information regarding a particular lot may be obtained from the Building & Safety Division of the Development Services Department, located at 1 Town Square. Should you have any questions on how to complete a site/plot plan, feel free to come to our counter to ask for assistance or contact a Building Division Technician at (951) 461-6062.

To help you on those smaller projects, a site/plot plan template has been provided on the backside of this Information Bulletin.

PLOT PLAN



Address:

Owner/Applicant:

Proposed Project:
