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.

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.
