

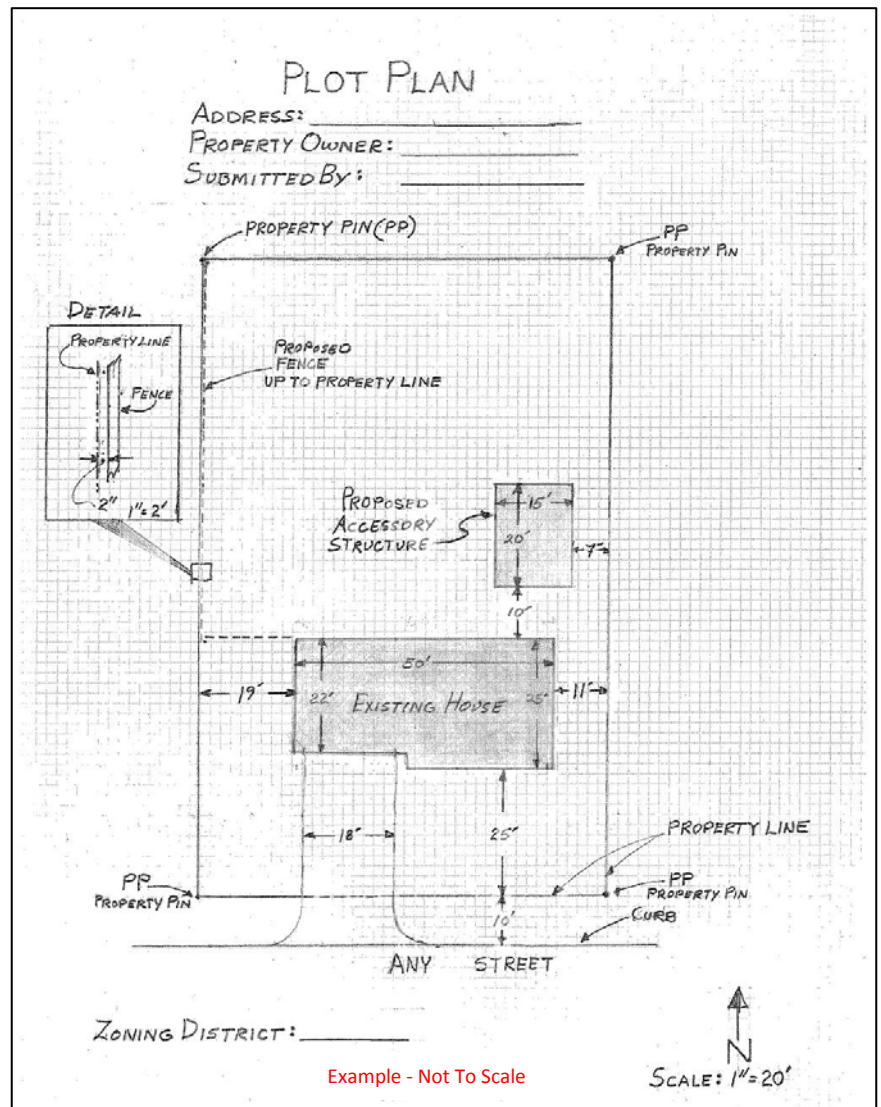
Guidance for Preparing Plot Plans

Applicants can avoid unnecessary delays in issuing permits by ensuring that plot plans submitted with permit applications include all necessary information and are legible, accurate, and drawn to scale.

- **What is a plot plan?** Plot plans are drawings which show the location of existing and proposed improvements (such as buildings, driveways, sheds, and fences) in relation to property boundaries and roadways.
- **When should plot plans be submitted?** You should submit plot plans with applications for residential building permits, demolition permits, land use permits, and fence permits, as well as with land disturbance permits for grading areas between 5,000 square feet and 1 acre.
- **Who may prepare plot plan drawings?** As long as plot plans are legible, accurate, and drawn to scale, plot plans may be prepared by anyone. When you purchased the property you may have received a survey, which you may be able to use as a base for drawing a plot plan.
- **Plot plan or site plan?** When constructing or altering institutional, commercial, or industrial structures, instead of a plot plan you must submit a more detailed site plan which must be sealed by an architect or engineer registered by the State of Missouri.

Plot plans should include:

- **Title block** (labeled "Plot Plan"), and listing the property address and names of property owners and applicant.
- **North arrow** and **drawing scale** (engineer's or architect's scale).
- **Zoning district** in which the property is located.
- **Property boundary lines** with the location of found or established property pins indicated.



- **Building dimensions** (both existing and proposed).
- **Distances** from property boundaries of existing and proposed structures, including sheds, swimming pools, fences, etc.
- Existing and proposed **road/street right-of-way lines**.
- **Driveways and parking**. Existing and proposed entrances to or from the site including the curb/pavement radius, driveways, and parking lots.
- **Septic systems**. Indicate where any septic tanks and drain fields are located. Individual private sewage disposal systems will need to supply a plan, with the layout of the lateral system for the property, and a permeability test report as required by the County Division of Building Code Enforcement.
- **Natural watercourses**. Show the boundaries of any setback from natural watercourses crossing the property and provide a note to reference the setback area stating: "There shall be no clearing, grading, construction or disturbance of vegetation except as permitted by Section 405.5026 of the Unified Development Ordinance of St. Charles County."
- **Utilities and Pipelines**. All plot plans shall clearly show the locations of all utilities (including pipelines) easements of record, and with respect to high pressure pipelines shall designate all setbacks and restrictions imposed by Section 405.503, Regulations Concerning High Pressure Pipelines.

Related requirements and submittals.

- **Floodplain**. If the site is located within designated floodways or floodway fringe overlay districts, the project must comply with Article XI of the St. Charles County Unified Development Ordinance.
- **Land disturbance permits**. When disturbing a land surface of more than 5,000 square feet in area, obtain a land disturbance permit from the St. Charles County Community Development Department in accordance with Chapter 412 of the County's Unified Development Ordinance.
- **State highways**. For any proposed driveway entrances onto State controlled or maintained highways, supply a Missouri Department of Transportation (MODOT) permit.
- **County roads**. For any work within the right-of-way of any public road under County control or maintenance, a special use permit must be obtained in advance from the St. Charles County Highway Department.
- **High Pressure Pipelines**. For properties crossed by high pressure pipelines, submit a letter addressed to St. Charles County by the holder of any such easement, certifying the accuracy of its easement and the location of the pipeline easements as depicted on the plot plan, and also certifying that the proposed development will not impair the utility's easement rights or compromise its facility.