

PLOT PLAN CHECK SHEET

Applicability: A Plot plan is required for applications for accessory uses and structures that do not require a Site Plan such as Home Occupations, Accessory Apartment, sheds, pools, barns, decks, additions, etc. For applications for Change of Use, a full Site Plan may be required if there will be significant modifications to the existing site plan (See Change of Use Application Form and Check sheet).

Your Plot Plan need not be prepared professionally, but it must contain a **Map** of your property, a **Floor Plan** of the building you will use for your Accessory Use or Structure and a **Sign Sketch** that shows the design of your sign, if any.

All DRAWINGS must:

- Show the total acreage of the property and all property boundaries with lengths indicated in feet. Applicant may submit any of the following (accompanied by any existing Site Plan on File) provided all information necessary to show compliance is included on the drawing:
 - a Class D survey;
 - a detailed plan drawn to scale utilizing CAD;
 - GIS maps prepared by town staff; or
 - a neatly drawn to scale plan, with ruled lines and printed or typed labels and legends,
- Be on 8 ½" x 11" or larger white paper (larger is preferred);
- Be in ink or be a copy-machine reproduction; and

The MAP must contain the following information:

- Your name, the property owner's name, and the property address;
- The Tax Map Number and the Lot Number;
- The names of abutting property owners at each boundary line and directly across the street from the property boundaries;
- The name of the frontage road;
- The location of all existing buildings/structures;
- The location of all existing driveways, parking areas, and turn-around areas;
- The location of your well (if applicable) and septic system;
- The location of fences, walls, large trees, shrubbery and other vegetation that will act as a buffer between your activity and your neighbors (if applicable);
- Location of wetlands, watercourses and wetlands buffers;
- Any existing or proposed easements and deed restrictions affecting the property including Conservation and/or Open Space areas including any areas/easements required by the Inland Wetlands Commission;
- Any stone walls monuments, and other structures having historical or archeological significance;
- Zoning compliance chart or table that indicates the dimensional and use requirements for the property in the Zone and how the proposed structure and uses will comply with the requirements.
- The location of the proposed building or the building in which your activity will occur;
- The location of your proposed sign (if applicable). The sign must be in conformance with Section 312 of the Regulations; and
- The words "Prepared By" followed by the preparer's signature and date.

The FLOOR PLAN must contain the following information:

- Show all interior and exterior building walls to scale;

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- Labeled uses for all rooms;
- For Home Occupations: Show the area (in square feet) of the residence and the area (in square feet) of the space in which the Home Occupation activity will occur; and show all indoor storage areas, partitions, and other features to be installed or constructed. Outside storage of materials associated with a Home Occupation is prohibited.

The BUILDING PLANS must show the following:

- Existing and proposed building/addition with dimensions – drawn to scale
- Profile views from all sides – drawn to scale
- Additional information/drawings may be required by the Building Department

The SIGN SKETCH must contain the following information:

- Show the words on the sign and illustrate its design;
- Show the height and width dimensions of the sign. The maximum size of a Home Occupation sign in all districts is 3 square feet. This sign may NOT be illuminated. Consult Section 312 of the Zoning Regulations for other restrictions on the design of signs.
- Show the height of the top of the sign above the ground.