

# INSTRUCTION FOR DRAWING A PLOT / SITE PLAN

Plot Plans must be drawn in Black Ink to scale on the form provided and must include all of the following information: (8-1/2" x 11", form will be provided to you).

Site Plans must contain the following information and be drawn on the same size sheet as your construction drawings. (Minimum Paper Size is 18" x 24")

1. Property Dimensions
2. Indicate scale used (Engineer's Scale ONLY-Not Smaller than 1"=60')
3. Indicate "North" with directional arrow
4. Proposed structure(s) with all dimensions, including POOLS
5. Existing structures(s) with all dimensions, including POOLS
6. Distance(s) between structures
7. Distances all structure(s) to all property lines
8. Description of each structure's use
9. Adjacent streets / roads
10. Location of driveway(s) and material used (i.e., gravel, concrete...)
11. Location, size, dimensions of septic system with leach area; show perc test holes, 100% expansion area, minimum distance from septic & leach, length & slope of outlet lines (5' minimum), distribution box / diversion valve, inspection pipe(s) length & number of leach lines, distance between trenches, degree of slope in leaching area, length & slope of building sewer lines, setbacks from property lines, buildings, wells, dry washes, or other sewage systems, water lines.

**Note:** If individual wells provide water, maintain minimum septic setbacks of 50' from property lines and 100' from all wells including neighboring wells.

12. Locations of all utility poles, meters, and lines
13. All easements regardless of purpose must be displayed
14. Slope information: slope information may be given in feet or percentage of slope
  - a. Indicate high and low point of lot if lot slopes
  - b. Indicate by arrows the direction of slope
  - c. Indicate how much difference there is in elevation (in feet) between high and low point
15. Any watercourse(s) on the parcel or within 200 feet of existing or proposed structure(s); wells within 100 feet of the parcel: and road-cuts within 50 feet of the parcel (A watercourse is defined as any topographic feature that carries water periodically. Other appropriate terms might be wash, creek, river arroyo, skew or drainage way).
16. Location of existing roadside ditches and road culverts with size
17. Layout of parking spaces, including handicapped, per use requirements (pertains to all except single family dwelling permits)
18. Signage must be identified but requires as separate permit
19. Location and type of exterior lighting
20. Location where orange "pre-issue" inspection card will be posted
21. Full size SITE PLAN must also include existing and proposed grades, building pad elevations, drainage, cut and fill amounts.

**Drainage Report /Plans** (if required) must be in accordance with the Yavapai County Drainage Criteria Manual. (See the Flood Control District with any questions)