

ADDITIONAL INSTRUCTIONS FOR ACCESSORY USES OR STRUCTURES REQUIRING A PLOT PLAN

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 (i.e. Home Occupation, Accessory Apartment, garage or shed, Farm Stand, etc.) and a **Sign Sketch** that shows the design of your sign, if any.

All DRAWINGS must be:

- on 8 ½” x 11” or larger white paper (larger is preferred);
- in ink or be a copy-machine reproduction; and
- neatly drawn and to scale, with ruled lines and printed or typed labels and legends.

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;
- All property boundary lines with lengths indicated in feet;
- Total acreage of the property;
- The location of all existing and proposed building, 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);
- 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 at least 10 feet back from your front boundary line; 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;
- Labeled uses for all rooms;
- For Class I 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 2000 of the Zoning Regulations for other restrictions on the design of signs.
- Show the height of the top of the sign above the ground. The height may NOT exceed 10 feet in all districts.