



## TOWN OF PRESTON

**Building Department**  
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### PLOT PLAN

Many land use authorization or building permit applications for the Town of Preston require plot plans. This handout has been prepared to assist applicants in preparing plot plans. It lists the information that must appear on the plot plan and shows a sample plot plan for your reference.

#### What is a Plot Plan?

A plot plan is an accurate drawing or map of your property that shows the size and configuration of your property and the size and precise location of most man-made features (i.e. buildings, driveways, utility lines and walls or fences) on the property. Plot plans show both what currently exists on the property and what the desired physical changes are, that will change the physical appearance of the land and man-made features.

#### When do you need to draw a Plot Plan?

Plot plans are required to accompany most applications that change how the property will be used or that are needed in order to construct something on the property. For example, plot plans are required when you apply for:

- Building permits to building an addition, construct a new structure, alter an existing structure or do other exterior work such as installing pools, sheds and decks.
- A variance for Zoning Compliance
- A change of use of the structure
- Septic Design and/or revisions as mandated by the Sanitarian

A plot plan is also helpful to have when you have questions about what you can and cannot do on your property. It will help Town personnel to see the specific and unique conditions of your site. They can then provide you with specific rather than general information. This is particularly important when what you are doing involves Zoning Compliance and Building Code requirements.

#### What does a Plot Plan show?

1. A plot plan must contain the following information:
2. Name and address of the owner of the property
3. Address of the property (if different from the owner's address)
4. The location and dimension of driveways (existing and proposed)
5. Identification of adjacent streets
6. Any easement that crosses the property or other pertinent legal features
7. A north arrow
8. Identification of the drawings scale (1/8" = 1'-0")
9. The property lines and property dimensions
10. Locations, sizes and shape of any structures presently on the site and proposed for construction
11. Dimensions showing: front, side and rear yard setbacks, size of structures, porches, pools and decks
12. Creeks, shorelines, drainage ditches and wetlands
13. Contour lines as may be required

#### How to prepare a simple Plot Plan

Step 1 – Access the Preston GIS website and search for your property ([http://www.prestongis.com/ags\\_map/](http://www.prestongis.com/ags_map/))

Step 2 – Search for your property and from there you can print a quick map to scale

Step 3 – Verify that all of the man-made structures are noted as listed above

Step 4 – Add/ Draw onto the map the proposed structures (to scale) and include the relevant dimensions to the new structure(s)

Step 5 – Make at least two copies to drop off with your application

# Sample 1: PLOT PLAN FOR RURAL PROPERTY I

## CHECKLIST

- ✓ Size: No smaller than 8.5" X11"
- ✓ North arrow
- ✓ Plot Plan Scale (if required)
- ✓ Existing buildings
- ✓ Proposed buildings
- ✓ Location of septic tank, leach field, propane tank and/or water well
- ✓ Owner name and legal description
- ✓ County road or street names
- ✓ Access and driveway dimensions

↕ Use arrows to show measurements and distances from proposed buildings to other structures and property lines



Use solid lines to indicate existing structures



Use dashed lines to indicate proposed structures



Scale: 1 Inch = 50 ft  
0 25 50

John Smith Residence  
PT SE1/4 31-7-66 Lot A RE-1223

