

PLOT PLAN INSTRUCTIONS

Staff Review

(3 copies are required)

- A. SCALE Plans must be drawn to a definite scale and the scale indicated. Minimum scale of one inch equals 10 feet or 1/8-inch equals one (1) foot is required. Dimensions on the plan must be legible and complete. Minimum scale for elevation plans shall be 1/4-inch equals 1 foot.
- B. LAYOUT
1. The proposed and existing buildings, structures and driveways must be shown and identified; show their exact location by means of dimensions from street, lot and parcel lines. Show all existing obstructions located on the site and in the public right-of-way, e.g., trees, utility poles, drainage catch basins, fire hydrants, meter boxes under the sidewalks, etc. Show the location and width of adjacent sidewalks and the location and width of existing and proposed driveways and curb cuts.
-For new, non-residential developments, show approximate size, identification, use, location and distance from property line for all structures on adjacent properties which are within 20 feet of the subject property.
 2. Show the entire ownership; and where more than one ownership is involved; show the full extent of the additional ownerships. An Owner's Authorization may be required. The name, address and phone number of the applicant shall appear on the face of the plan.
 3. Include a short description of your request on the face of the site plan.
 4. Include the computation for parking and landscaping on the face of the site plan. Parking stalls, aisles and driveways must be fully dimensioned on the plans. Landscaping shall be clearly dimensioned and indicated on the site plan and should include the type of proposed plants.
 5. The plan must be oriented on the paper so that North is at the top of the sheet.
 6. Dimensions on the plan must be legible and accurate.
 7. Do not use the edge of the paper for property lines. A 4"x 6" area on the face of the plan must be left blank for City use.
 8. Plans must be folded to 8 1/2" x 11" or to 8 1/2" x 14" at the time of filing.
 9. It is recommended that photographs of the site be submitted.
 10. Show general drainage directions and grade elevations at the lot corners.
- C. SIGN PLANS
In addition to the above,
1. Plans must show fully dimensioned front view and elevation of the sign(s).
 2. The exact location of the proposed sign must be indicated on the plan.
 3. Show all other existing signs which are to remain on the site including wall signs, temporary signs, roof and projecting signs, monument signs and pole signs. Indicate if sign will be illuminated. In the case of a shopping center, indicate on the face of the plan if each tenant has a sign and its dimensions.

IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN PERMITS FROM THE LOS ANGELES COUNTY DEPARTMENT OF BUILDING AND SAFETY.