



DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

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How to Draw 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 precise location of all man-made structures (i.e. buildings, walls, driveways, walks, fences, etc.) and all bodies of water and water channels (ponds, streams, swales, etc.)

A plot plan should show what currently exists on your property and what is being proposed.

Plot plans are required to accompany most applications submitted to the Scranton Code Enforcement Department. The rare occasion when one would not be required might be for a residential alteration permit or interior work only where no exterior changes are being proposed.

A plot plan is also very helpful to have when you have questions about what you can and cannot do with your property. It will help the Zoning Officer to see specific and unique conditions of your site; it will allow for you to receive more reliable, rather than general, information about your site. This is particularly important when you are applying for a zoning or building permit.

DO I NEED A PROFESSIONAL SURVEY? Most residential plot plans are not required to be professionally sealed and stamped if you know where your property line is. Note: Fences and public sidewalks are not necessarily installed on the property line; and therefore, cannot be used to determine where your property line is precisely located. If you do not know where your property line is, you may have to hire a land surveyor.

What Should a Plot Plan Show?

- Name and address of the property owner.
- The location and dimensions of all parking and driveway areas.
- The location and name of all adjacent streets
- Any and all bodies of water including ponds, basins, lakes, streams, and or stormwater swales etc.
- Any easements that cross the property, or other pertinent legal information.
- The property lines and their dimensions.
- Dimensions showing how far all existing structures are from at least two adjacent property lines.

When measuring from a street line, it is important that you indicate where your dimension is from (i.e. "center of road", "edge of paving", "edge of right of way", etc.)

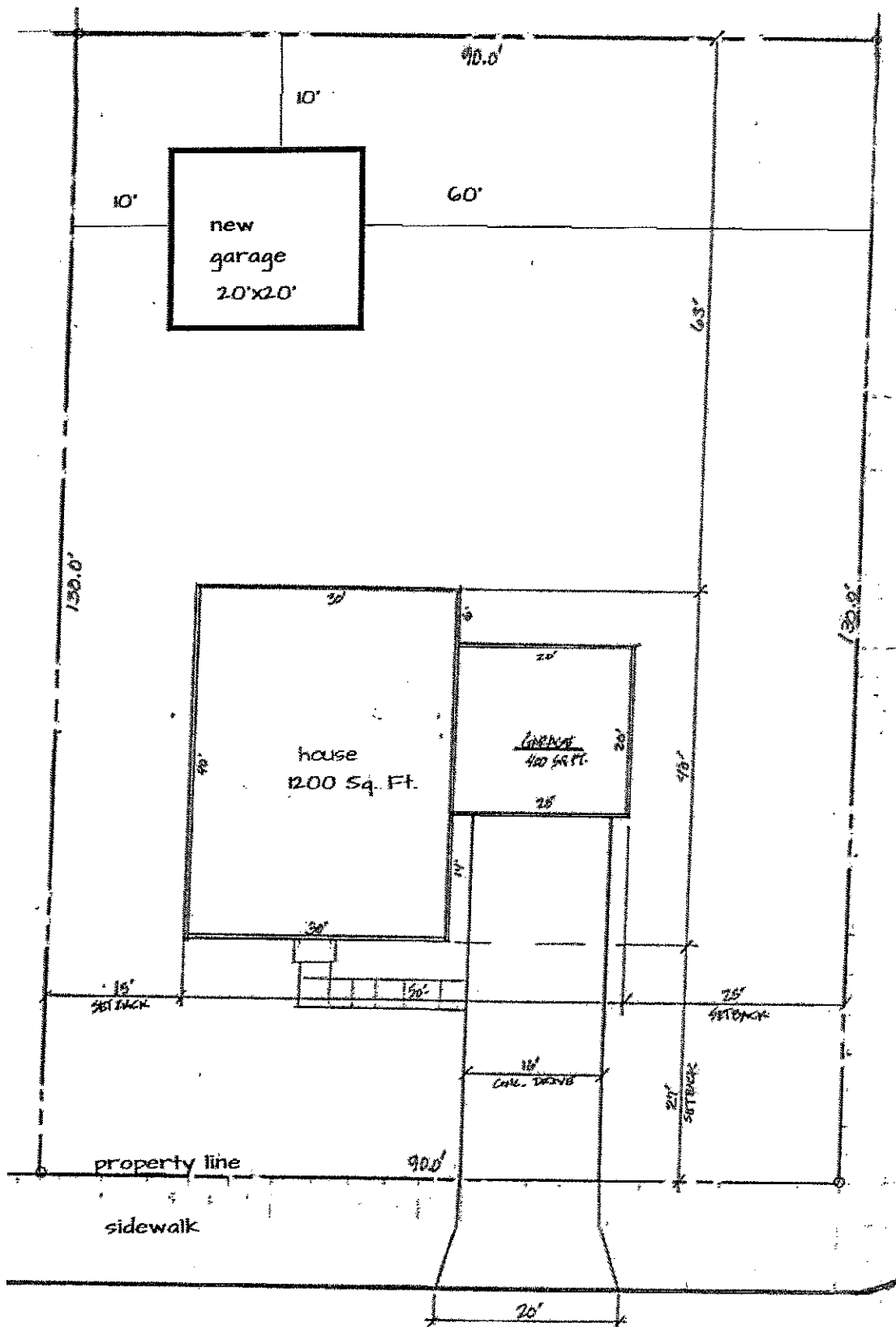
- Identification and location of exactly what work is being proposed.

In reviewing your application or plot plan, there is the possibility that the zoning officer may ask you for more detailed, specific or additional information.

There may be occasions when you will be required to have your plan prepared by a surveyor or professional engineer.

It is important to be as accurate and complete as possible. Zoning Permits issued and approved based upon incorrect or incomplete information may be revoked.

See Attached Sample Plot Plan



Joe Homeowner
 25 Any Street