

Plot Plan Requirements

March 2021

200 W. Oak Street - 3rd Floor
Fort Collins, CO 80521
970-498-7700

What is a Plot Plan?

A plot plan is an accurate, scaled drawing illustrating the following:

- Property’s dimension and shape
- Location of roads
- The relationship and precise location of man-made features on the property (buildings, structures, driveways)
- Natural water features (creeks, streams, rivers, lakes)
- Architectural features (cornices, canopies, eaves, awnings, bay windows, window wells, cantilevered walls, chimneys)

Plot plans show what currently exists on the site **and** the physical changes you plan to make to the site.

Sample PLOT PLAN on back page ➡

A Plot Plan is required when submitting a building permit application for:

- Residential Buildings
- Accessory Buildings
- Decks, porches, gazebos & awnings
- Garages (attached and detached)
- Pole Barns
- Storage Buildings larger than 120 sq ft

Note: **Commercial Buildings**

Site Plan **approval** is required from the Planning Department **before** submitting a building permit application for a **commercial** building or alteration of an existing commercial building. Please contact the Planning Department at 970-498-7683.



Plot Plan Basics


Note: Aerial photos will not be accepted

1. DRAWN TO SCALE

Like a map that depicts a 10-mile stretch of highway with a 1 inch line, a scaled plot plan represents the relationship between the actual property and its size on paper.

Common measures of scale for plot plans:

Scale 1" = 10' 0  10 ft
Scale 1" = 100' 0  100 ft

- Include an arrow showing **North** 

2. PLOT PLAN PAPER

- Minimum Size 8½" x 11"
- Maximum Size 24" x 36"
- Larger parcels of land may require multiple sheets of paper.

3. PROPERTY DIMENSIONS

- Draw and label property lines and length
- Indicate if property is a corner lot and label all roads

4. EASEMENTS and RIGHT of WAY

- Show easements, e.g., utility, drainage landscape, access.
- Structures cannot be built in, over or under ANY easement or right-of-way including architectural features such as eaves and window wells.

5. ROADS, STREETS, ACCESS

- Named and unnamed roads (public, private, county roads & state highways)
- Driveways, existing and proposed
- Vehicle parking area

6. SETBACKS Land Use Code Section 2.9.4

Q. What are setbacks?

A. The Larimer County Land Use Code defines setbacks as;

"The distance, measured perpendicular or radial, from a property line or right-of-way centerline between a building and the property line or right-of-way centerline."

Q. I’m getting ready to submit my building permit application. How can I find my setbacks?

A. Setbacks vary by Zoning District and a property’s proximity to roads and highways. A planner can tell you what the setbacks are for your property. Contact the Larimer County Planning Department at 970-498-7683.

SETBACK CERTIFICATION

Larimer County Land Use Code Regulations require the property owner to clearly identify the boundary corners of the lot and/or building envelope.

Whenever the proposed building is less than five feet beyond the required setback or building envelope boundary, the owner will be required to certify the building location.

Certification, in the form of a letter, must be signed by and include the seal of a surveyor licensed to practice in the State of Colorado. The letter must include the building permit number issued for the site in question.

Sample Plot Plan [8½ x 11]

September 2009

✓ Scale 1 in = 50 ft

✓ Job Site Address:
Property Owner:
Owner's Phone:

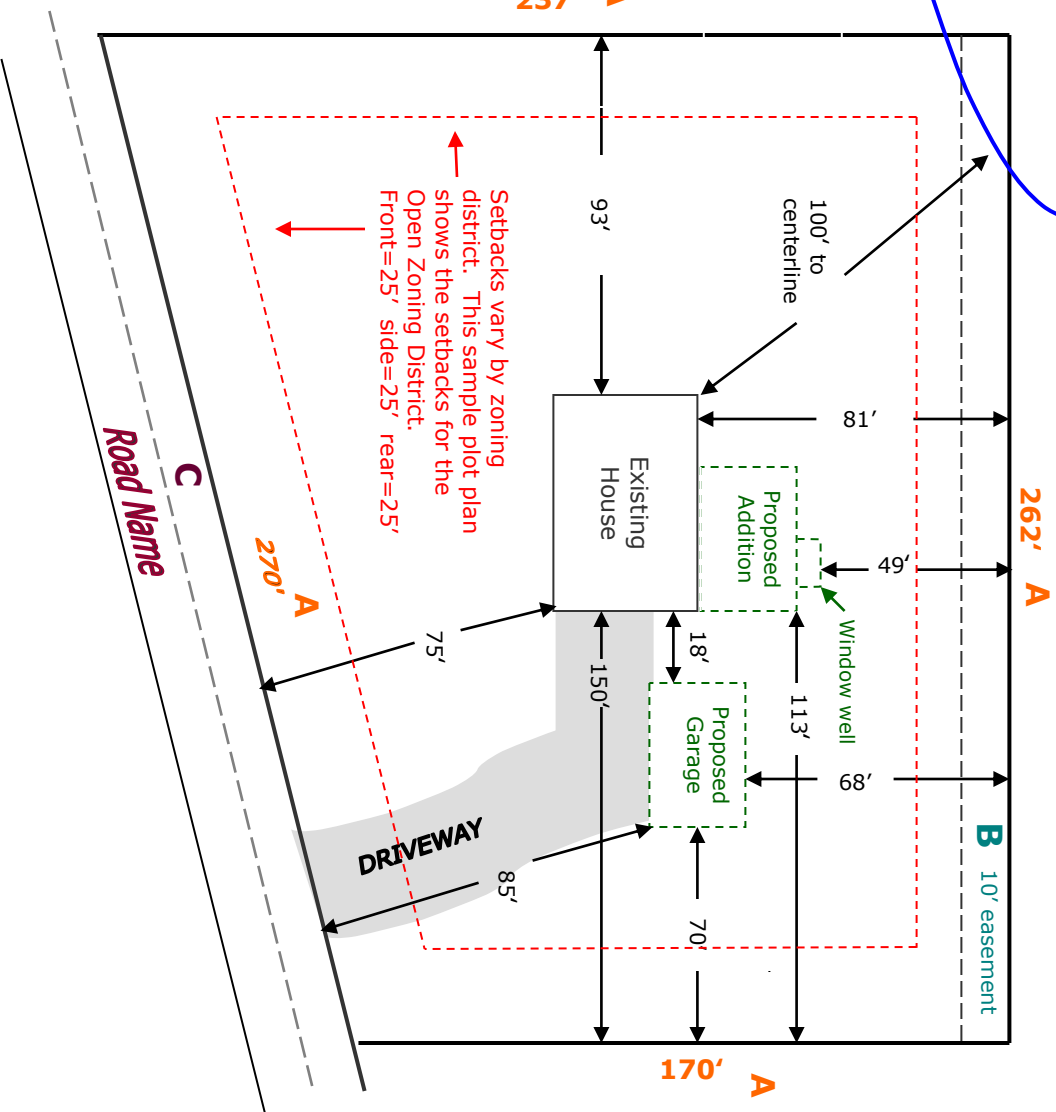
123 Any Street, Fort Collins
John & Jane Doe
970-555-5555

✓ Parcel No:
Zoning District:
Setbacks:

97114-13-901
Open
Front=25' side=25' rear=25'



North



- ### CHECKLIST
- ✓ North Arrow
 - ✓ Plot Plan Scale
 - ✓ Property Owner Info
 - ✓ Parcel No. & Zoning
 - A** Property Dimensions
 - B** Easements
 - C** Roads and Streets
 - D** Stream, Creek or River (& intermittent streams)
 - Use arrows to show distance from buildings to setbacks.
 - Existing buildings
 - ▭ Use solid lines to indicate existing structures
 - ▭ Use dotted lines to indicate **proposed** structures

Note:
This Sample Plot Plan uses color to clarify requirements.
Your Plot Plan **does not** need to be in color.