

Building and Codes Department

Memorandum

Date: 03/28/2014
To: All Interested Parties
From: Steve Mills, Director
RE: Plot Plans Policy for Permit Issuance

For quite some time it has been our department policy to require plot plans whenever a permit is requested. Obviously, in certain situations a plot plan is not necessary, such as internal renovations and improvements. This policy was originally implemented to minimize the possibility of encroachments into required setbacks and/or non-buildable easements whenever the original "lot stakes or pins" were no longer visible. When the policy was established, most lenders required a Mortgage Loan Inspection or similar document be provided as part of the real estate process. Unfortunately, that is not always the practice now and such documents are not always available.

Therefore, effective as of April 1, 2014, the following amended policy with respect to plot plans and setback verification will apply:

All applications for building permits where normally a plot plan would be required, may document compliance with required minimum setbacks by one of the following methods:

1. Providing a Mortgage Loan Inspection, survey or reliable plot plan, drawn to scale at permit application, or
2. By locating and clearly marking any existing "corner pins" in such a manner that the inspector will be able to determine with a reasonable degree of certainty that full compliance with all required setbacks has been met, or
3. The property owner may sign a "Setback Affidavit" which states that the owner has certified to the correct location for their property lines and/or corners. This affidavit also states the owner in doing so is accepting all liability and responsibility, financially or otherwise, of satisfactorily resolving any future encroachments found with respect to the work authorized by this permit.

Should the inspector determine in the field that additional documentation is needed to verify compliance, additional information or documentation may be required. It should be noted that the more "permanent" the proposed improvement is, the more care this department will employ in determining compliance.