

TOWN OF WINDSOR
BUILDING PERMIT PLOT PLAN COMPOSITION AND REQUIRED INFORMATION

GENERAL

- Plot plans must be drawn to scale (typically 1" = 20') on letter or legal size paper. Ledger size (11" X17") is acceptable only for large lots that will not fit on legal size at 1"=20'. Submit 2 copies of the plot plan for single family and two family residential structures.
- Address, lot, block and subdivision on the plot plan as well as the building permit application.
- Street name(s) for all streets adjacent to the property.
- North arrow.
- Driveway location and width.
- Lot boundary dimensions.

PLANNING DEPARTMENT ITEMS

- Dimension the shortest distance from the structure to all property lines. Typically, property lines are not located at the sidewalk or street.
- Show all existing and proposed structures.
- Show, label and call out the width of all existing or proposed easements on the lot.
- All proposed porches, decks, patios, window wells, and cantilevers must be shown and labeled as such. Porches, decks and patios must be noted as "covered" or "uncovered".

ENGINEERING DEPARTMENT ITEMS

- All elevations shall be on the same datum as the subdivision grading plan.
- Lot corner spot elevations and any high point spot elevations on side lot lines or in the back yard, all in accordance with the approved final grading and drainage plan for the subdivision.
- Top of foundation elevation for the building and slab elevation at the front of the garage.
- Minimum opening elevation if specified on the subdivision grading plan.
- Drainage arrows to indicate the direction of flow to facilitate positive drainage away from the building and off the lot without being a detriment to adjacent property
- If a walkout basement is proposed identify the elevation of the walkout and grading to provide a minimum of 2% slope away from the walkout and off the lot.
- No sunken walkouts (areas without positive gravity drainage) permitted unless covered by a waterproof deck or roof.
- Some lots on collector streets have restrictions to prevent vehicles from backing out onto the street. These require either a horseshoe driveway or a "hammerhead" turnaround on the lot. Restrictions are noted on the plat and/or grading plan.
- Elevations and drainage patterns are not required on plot plans for additions.
- Driveways shall not exceed 10% slopes (calculated at the center of the driveway) unless approved by the Town.
- Maximum slopes without retaining walls shall be 4 feet horizontal to 1 foot vertical. This may require stepping down the foundation on the sides of the building or installing siding down the foundation to provide for flatter slopes.
- If retaining walls are necessary or proposed shown them on the plot plan and include top and bottom of wall elevations.
- 1 additional copy of the plot plan, showing locations of all erosion and sediment control measures, and an installation and maintenance narrative.

ADDITIONAL ITEMS FOR ESTATE LOTS

(1 Acre and up)

- Existing edge of pavement location shown and labeled for any streets adjacent to the lot.
- Existing elevation of the edge of pavement at the points where the projected lot lines would intersect the edge of pavement and at the points of curvature on corner lots where the two streets intersect.
- Driveway culvert(s) shown and called out as specified on subdivision grading plan. Example – "18" RCP Driveway Culvert with Flared End Sections". Typically these are to be located between the existing edge of pavement and the property line.
- Driveway extension from the property line to the existing edge of pavement.
- Typical lot grading minimums:
 - 1) Determine the existing ground elevation at a point 10' away from the corner of the foundation that is at the highest existing ground. Set this as the high point for drainage around the house.
 - 2) Set the top of foundation a minimum of 1.5' above the high point elevation determined in No. 1. This provides 0.5' from the top of foundation to the ground at the foundation (UBC Code) and at least 1' of fall away from the foundation.
 - 3) Show spot elevations around the house to define a swale to carry flows around the house to where they can be daylighted back to existing ground.
 - 4) Provide at least 2% slope in the swales around the house if there is adequate natural slope. If the natural slope is less than 2% provide at least 1% slopes in the swales to a point where the swale can be daylighted to natural ground.
 - 5) Provide spot elevations and secondary culverts for the driveway if necessary to define any sag points in the driveway or secondary culverts necessary to carry flows across or under the driveway within the lot.