

City of Mounds View, Minnesota

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Plot Plan Information Sheet

This handout provides information to assist you in drawing a plot plan of your property in the City of Mounds View.

1. What Is 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 the size and precise location of most physically constructed features (buildings, driveways, walkways) on the property. Plot plans show both what currently exists on your property and what physical changes you wish to make that will change the physical appearance of the land and physically constructed features.

2. When Do You Need A Plot Plan?

- # Plot plans are required when applying for:
 - a. Building permit to build an addition, construct a new structure, alter the roofline or do other exterior remodeling.
 - b. Conditional Use Permit.
 - c. Variance to the Zoning Code requirements.
 - d. Driveway permit.
 - e. Fence permit.

3. What Does A Plot Plan Show?

- # A plot plan must contain the following information:
 - a. Name and address of the owner of the property.
 - b. Address of the property (if different from the owner's address).
 - c. The location and dimensions of all parking areas and driveways (existing and proposed).

- d. Identification of adjacent streets, alleys or other adjacent public property.
- e. Legal description of the property.
- f. Any easements that cross the property or other pertinent legal features.
- g. A north arrow.
- h. Identification of the drawing's scale.
- i. The property lines and property dimensions.
- j. Location, size and shape of any features present on the site and proposed construction.
- k. Dimensions showing: front, side and rear yard setbacks, and the size of structures presently on the site and proposed for construction.
- l. Roof overhangs and other architectural features such as bay windows and chimneys.
- m. Identification of exactly what work is to be done, including the changes that are proposed to the physical features of the site or existing structures.

4. How To Prepare A Plot Plan:

- # **Determine property boundaries and legal descriptions.** There are several ways to determine what your property boundaries are and the legal description of your property. A legal description usually contains your property's lot number, the number of the block, and the name of the subdivision in which your lot is located.
- # **Method #1:** Refer to the surveyor's map that often accompanies your real estate deed or the title to your property. The surveyor's plan

shows the dimensions and configuration of your property, its relationship to abutting streets, where any easements exist on your property and other similar legal restrictions on the property.

Method #2: Obtain the information through Ramsey County. The Property Records and Revenue Department will provide the legal description of your property over the phone, or for a small fee per page, will fax it to you, phone # 266-2000. The Land Records Department will provide you with the plat map, this shows the dimensions and configurations of your property, (It does not show the location of buildings, driveways, etc.). The Land Records Department will fax this to you at no charge, phone # 266-2181. Or you can visit both departments at 50 W. Kellogg Blvd., in the Ramsey County Government Center West.

Method #3: If a Building Permit has been taken out on your residential property in the last 4 years, the Mounds View Community Development Department may have a copy of the building plans on file. To review the plans ask the Community Development Department for a copy. Copies of plans on file can be made for 25 cents per copy.

Determine the location of all structures and other physical features to be shown on the plot plan. You will now have to measure the size (not including heights) of all the buildings on your property as well as other important physically constructed structures, (carports, garden shed, driveways, decks and the like.)

You will also have to determine the distance between these items and the property lines and the main buildings. In order to make these measurements you will have to locate your property lines on the ground.

Two people best do measuring, using a measuring tape long enough to avoid dividing each measured length into several lengths.

Draw the plot plan: After all of the information has been obtained, drawing the plan should be relatively easy. The first thing to do is decide the size of the paper needed. The overall dimensions of the paper should not be smaller than 8½ inches by 11 inches, nor should it be larger than 24 inches by 36 inches.

Next you must decide the scale of the drawing. "Scale" is a word used in the architectural and engineering professions to mean a variety of things. In our case, "drawing to scale" denotes how many inches on the plan equals a given length on the actual property. Thus if the scale of the drawing is 1/8 inch = 1 foot, a 50 foot by 100 foot lot will appear as a 6 1/4 inch by 12 1/2 inch rectangle on the plot plan.

The selection of an appropriate scale for the plot plan usually depends upon the size of your property and how much information needs to be shown on the plot plan. Select a scale that will permit you to draw the plot plan so that the information is not crowded together and so that it is large enough to be easily read by someone who is not familiar with your property.

Note: If you are just interested in finding out some information about a permit and you are not applying for a permit at that time, your plot plan does not have to be complete and it may not need to be drawn to scale. It is usually only when you are filing an application that the plot plan has to be complete and accurately drawn. However, the more precise your preliminary information, the less likely an important piece of information will be overlooked.

The next task is to draw the plan. It is usually easiest to begin drawing in the property lines. Next add the existing features and then show

what new additions or changes are to be made. Notes and dimensions are generally drawn last as they can be placed to avoid conflict with the lot and building elements. Printing and numbers should be at least 1/8 inch high so that they can be read easily once they are microfilmed. Varying the line weight (thickness of the pencil line) will help the drawing to be more readable. Property lines and buildings are usually drawn in heavy lines while dimension lines and pavement lines are usually lighter. Indicate the new work by notes and cross-hatching. The dimension lines through the property should add up to the overall property dimensions.

If you are proposing to build on a sloping site you may have to show contour lines which indicate how much change in ground elevation occurs across your property. For building sites that do not slope uniformly and gradually, a surveyor

may be necessary to plot the contour lines. Check with the Community Development Department before drawing contour lines to see if they are needed and determine how much information you should provide concerning the slope of your property.

5. Check The Drawings And Make Copies:

- # You can save yourself a good deal of time in the application process by making sure that your plot plan is complete and accurate. The City of Mounds View requires two copies and it is advisable to keep the original drawing so that you have a record of what you submitted and so that you can make additional copies if the need arises. The following checklist is useful in checking your plan.

YES NO

___	___	Property address
___	___	Legal description
___	___	Owner's address
___	___	Owner's Phone #
___	___	North arrow
___	___	Drawing scale
___	___	Property lines and Dimensions
___	___	Existing and proposed building location(s) and their dimensions
___	___	Driveways & walks
___	___	For sloping sites: Contour lines and ground elevations at the corners of the lot and the new construction
___	___	Roof overhangs
___	___	Stairs, chimneys, decks and other architectural features
___	___	Location and description of proposed construction if it will change the form of an existing structure or is a new building
___	___	Names of adjacent streets
___	___	Easements

Questions?

If you have questions about the information in this handout, please contact the Building Official at (763) 717-4024 or the Community Development Technician at (763) 717-4020. You can also e-mail your questions to permits@ci.mounds-view.mn.us.

The City also has permit applications available on our website at: www.ci.mounds-view.mn.us

This information is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.

