



HOW TO PREPARE A SINGLE DWELLING UNIT Plot Plan and Vicinity Map

This information bulletin describes how to prepare a typical plot plan and vicinity map for construction related to single dwelling units. With the exception of minor interior alterations, all plans submitted to the City of Vista for a building permit require a plot plan. This plan must also show a vicinity map.

Development Services has information bulletins that show construction techniques for various miscellaneous structures such as patio covers and retaining walls. These hand-outs may be used in lieu of construction plans when attached to a properly prepared plot plan.

The following explains requirements for a vicinity map and plot plan.

I. VICINITY MAP

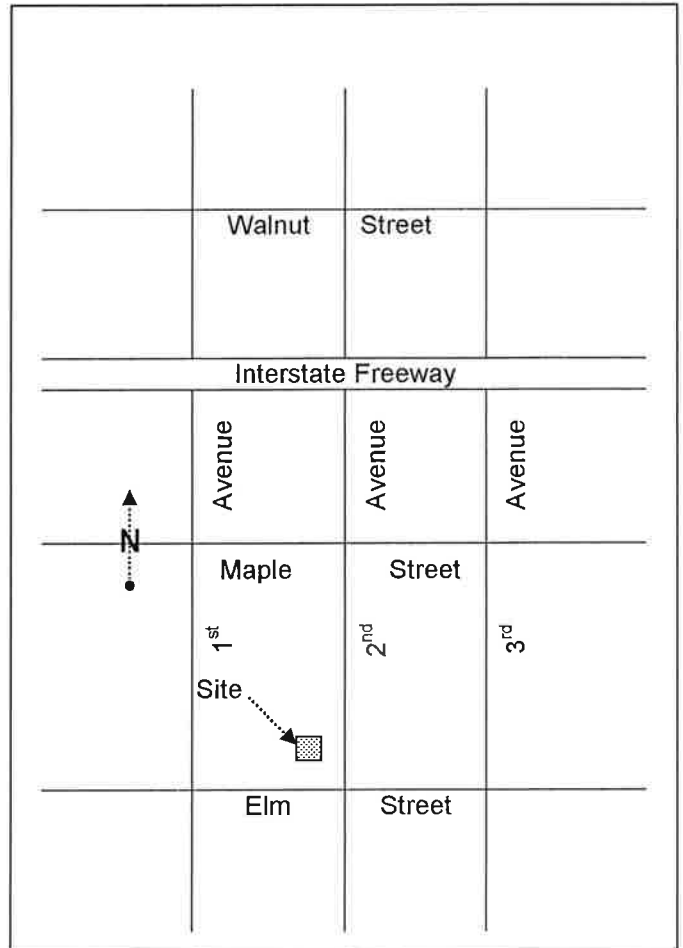
A vicinity map specifies the location of a proposed project in relation to major streets in the area. It is not required to have this map drawn to scale, but it should be proportional. Show at least two major cross streets and all other roadways leading to the site. A north arrow is also required. See Figure 1 for an example.

II. PLOT PLAN

A plot plan is a drawing that shows the entire construction site and all structures existing and proposed. This plan must be legible and drawn to scale and the scope work must be clearly defined.

For an example of a plot plan, see Figure 2. This illustration shows several different types of additions and miscellaneous structures. Also noted is a list of all items required to be shown on the plot plan.

Figure 1/Typical Vicinity Map



1. Property lines (boundaries) with dimensions.
2. Exterior dimensions of all existing and proposed buildings, additions and structures, with dimensions to property lines. Also, any architectural projections such as bay windows, fireplaces, etc.
3. All existing and proposed public improvements such as, curb, sidewalk, pedestrian ramps, driveways, etc.
4. Dimensions and location of any easements.
5. Curb to property line distance, or centerline of street to property line distance, width of alley, if applicable, and type of paving.
6. Name, address, and phone number of the property owner.
7. Address of the construction site.
8. Legal description of the construction site with assessor's parcel number.
9. North arrow and scale.

Figure 2/Typical Plot Plan

