



PLOT PLAN

Instructions

Staff Use Only
Application Number: _____
Received by: _____
Date: _____
Fees Paid: \$ _____
Complete: Y N

The plot plan is a prerequisite to apply for a building permit for any building or structure constructed on a single-family home or duplex lot. The plot plan shows where building or the proposed structure will be located on the lot so that the Town can make sure that the proposed location will be in compliance with all applicable regulations.

Required for Plot Plan consideration (ref. Hayden Municipal Code 16.04.090)

	Staff use only		
1. Application Fee of \$50.00.	Y	N	
2. Completed Land Use Application form (marked for "Other".... Plot Plan).	Y	N	
3. Plot Plan map (8 ½ x 11 inches) clearly showing the following:			
a) Title of project.			
b) North arrow, scale (1"=20' or as approved by the Town) and date of preparation.			
c) Name, address and phone number of property owner.			
d) Lot number, block number and name of subdivision.			
e) Lot size (square footage).			
f) Bearings and distances of all lot lines.			
g) Existing easements on the lot.			
h) Footprint of the proposed building or structure, dimensioned.			
i) Square footage of the proposed building and the footprint of the proposed building.			
j) Distance from the proposed building or structure to all lot lines.			
k) All existing buildings or structures on the lot.			
l) Driveway location.			
m) Existing and/or proposed water and sewer service lines on the lot.			
n) Elevations of:			
▪The finished floor for the house and garage.			
▪The ground ten (10) feet away from the house and garage.			
▪The lot corners.			
o) Height of all proposed buildings.	Y	N	
p) Street tree plan and other right-of-way landscaping.			
4. Community Design Standards. Demonstrate in written and/or graphic form how the proposed structure is consistent with this Code and associated design standards.	Y	N	
5. Drainage Information. Provide the Town with information regarding how the lot will drain.	Y	N	

Required for Plot Plan Consideration

Note:

Staff will review the plot plan map to make sure it is consistent with the plot plan review criteria. Following the review, Staff will prepare a written report outlining any changes that must be made to the plot plan before it can be approved. Applicant must make all necessary changes to the plot plan and resubmits a revised copy to the Town.

Staff completes final review of plot plan to ensure that the Plan is complete. If the Plan is determined completed, it is approved by Staff.

Plot Plan review criteria. The plot plan must meet the following review criteria:

- a. All of the requested information is shown.
- b. The lot size and lot dimensions are consistent with what is shown on the approved final plat.
- c. No buildings or structures infringe on any easements.
- d. The proposed site grading is consistent with FHA standards (if insured by FHA).
- e. The density and dimensions shown conform to the Town Zoning Code Density and Dimensional Standards or the approved PUD Overlay District requirements.
- f. The applicable provisions of this Code have been adequately addressed.