

How to Draw a Plot Plan

What is a plot plan?

A plot plan is a scaled drawing showing the location of proposed additions to your property. A plot plan is required any time you are planning to add an accessory structure to your property (i.e. a shed, pool, carport, or similar structure), add on to your home (a deck, a porch, or similar addition), or add a fence to your property.

Larger or more complex projects may require a site plan prepared by a design professional (architect, surveyor, or engineer).

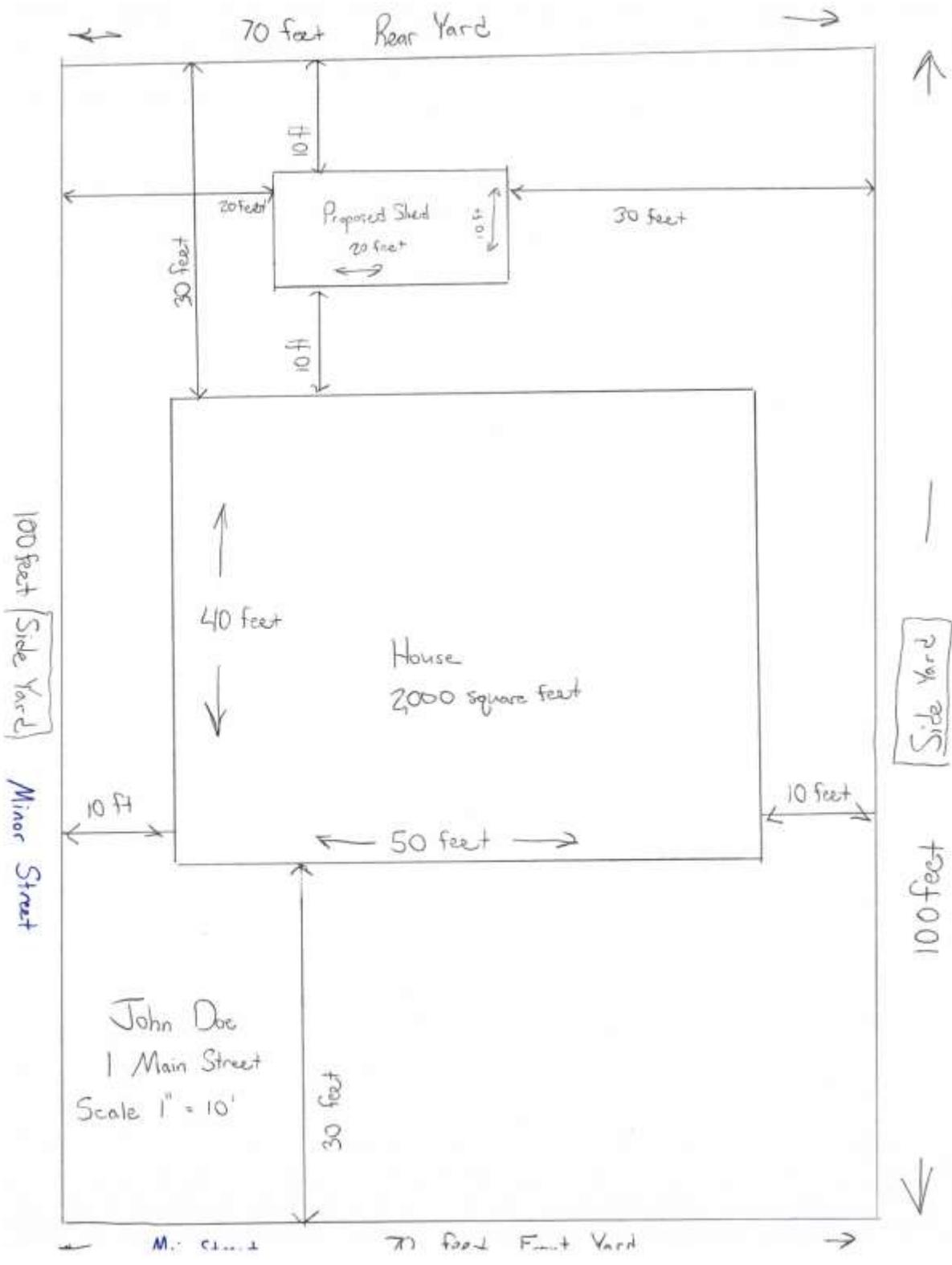
Why is a plot plan required?

All land in the Town limits is governed by the Cheraw Zoning Ordinance. A plot plan ensures that we meet the requirements of the Zoning Ordinance. Drawing one may sound complicated, but let us guide you through the process to create a simple

How do I draw one?

All drawings must use a ruler

1. First, pick your scale. The scale ensures your drawing will be proportional. Depending on the scale of your project, your scale might be 1 inch = 10 feet, or 1 inch = 20 feet, etc...
2. Draw your lot. You can determine the shape of your lot from the Chesterfield County GIS System here: <https://chesterfieldsc.wthgis.com/>
3. Determine the length of your lot lines. You can obtain this information from your deed. If you do not have a copy of your deed you can get one from the Chesterfield County Register of Deeds or online at <https://www.sclandrecords.com/sclr/>. There may be a fee
 - a. It is also possible the Deeds office will have a copy of your plat on file, which is a scaled drawing of your property. These may also be found online.
4. Draw your house on the lot. Include distances from all lot lines and the dimensions of your home.
5. Draw all other sheds, carports, pools, decks, and patios. Include the dimensions of each building and how far they are from the lot lines.
6. Draw your proposed additions to your property. Use a dotted line and include distances from the lot lines.
7. Mark the location of any streets abutting the property.



100 feet Side Yard
Minor Street

Side Yard
100 feet

John Doe
1 Main Street
Scale 1" = 10'

Things that need to be included on your plot plan:

- The location of all current and proposed buildings, structures, fences, etc. Labeled
- The distance of all structures from the lot lines and the distance from each other.
- Your name, address, and contact information.

I am sure you still have questions!

Q: How do I know how big my lot is?

A: You might have a plat or professional survey of your property. This is something already drawn to scale that you can draw your proposed additions on. If your property has a survey or plat you might be able to find it in the Chesterfield County Register of Deeds or online here:

<https://www.sclandrecords.com/sclr/>

Q: I don't have a plat or survey?

A: There are still ways to get this information. We are going to use a piece of property obtained by the Town as an example.

You can obtain a rough idea of what your lot looks like through the Assessor's Office by going here:

<https://chesterfieldsc.wthgis.com/>

The screenshot shows the 'THINK GIS' interface for Chesterfield County. The main map displays an aerial view of a residential area with several parcels outlined in yellow. The parcel of interest, 272 001 004 007, is highlighted. To the left of the map is a data table with the following information:

Owner and General Parcel Information	
Property Card	Show Property Card
Map Number	272 001 004 007
Owner Name	TOWN OF CHERAW
Mailing Address1	
Mailing Address2	POB 219
Mailing Address3	CHERAW SC
Mailing ZipCode	29520
Physical Address	0
Legal Description1	
Legal Description2	010 004 016 022
Total Acreage	0.00
Deed Book	370
Deed Page	187
Plat Book	14
Plat Page	131
Description Location	CLUBHOUSE-CHURCH ST.
Description Location2	
Sale Price	\$5.00

Figure 1 From the Assessor's GIS Program we can get a general idea of the shape of the property. We can also use the measuring tool to get a rough idea of how long each side is, which is found in the Tools section seen on the image above.

Then using your deed you can find out the exact length of your lot lines! Sometimes a plat and deed can be found online here (there may be a charge to obtain the information)

<https://www.sclandrecords.com/sclr/>

If you can not find the information online, you may need to go to the Chesterfield County Register of Deeds Office located in Chesterfield.

Let's assume you find your deed online and see something that looks like the image below.

All those four lots or grounds in the town of Channahon, Illinois, described now or formerly as follows:
1. Three adjoining lots lying on the North side of Church Street and having a combined width of one hundred and forty (140) feet and a depth of two hundred (200) feet said lots being shown on a plat by W. H. Thomas, C.E., recorded in Plat Book 6 Page 29 as lots eleven (11), twelve (12), and thirteen (13).

Figure 2 From the deed we now know that the lot is 200 feet deep and 140 feet wide. Using this information, we are now ready to draw our plot plan.

Knowing that the property is a square that is 140 feet wide and 200 feet deep, we can now draw our plot plan. Since this lot is bigger, we will be using a bigger scale, say 1 inch = 20 feet. The resulting drawing will look like this.



Q: I am unsure of where my property line is located?

A: If there are issues with understanding your property boundaries you may need to have your property surveyed. If you are making major alterations to your property the Town Zoning Administrator may require a site plan prepared by a professional to ensure zoning compliance.

If you are putting up a fence and property boundary markers can not be located, then you will likely need to have your property surveyed.



Figure 3 Iron pins like this one often mark property boundaries. These are key to identifying lot lines. Other markers include pipes, pieces of metal, or stakes with bright flagging on them.

If you require any help, please contact the Zoning Administrator at 843-537-7283.