



# CITY OF COLUMBIA, MISSOURI

COMMUNITY DEVELOPMENT

DEPARTMENT OF PLANNING AND DEVELOPMENT

(573) 874-7239

BUILDING AND SITE DEVELOPMENT

(573) 874-7474

OFFICE OF NEIGHBORHOOD SERVICES

(573) 817-5050

## Plot Plans for One & Two Family Residential Dwelling - Checklist

*(Applies to lots within plats approved after October 1, 2016)*

**Plot plans with incomplete information will not be processed.**

**Plot plans shall be submitted on 8 ½ x 11 or 11 x 17 paper, and include the following:**

- Drawing scale (engineer or architect scale) and north arrow. “Not to Scale” is unacceptable.
- Title block:
  - Titled “Plot Plan”
  - Legal description of the lot (Plat name & number, recorded book & page, and lot number)
  - Property Address – street name only, leave address number blank for City staff to fill in.
  - Date
- All property lines and right-of-way (ROW) lines with dimensions.
- All easement lines with dimensions.
- Building setback lines with dimensions.
- Dimensions and accurate depiction of all existing and proposed building/structure footprints, including decks and covered patios.
- Distances from existing and proposed structures to property boundaries (setbacks).
- Street centerline, ROW width labeled, edge of street pavement, and any curb/pavement radius.
- Sidewalks with width labeled.
- Curb inlets with top elevation callout.
- Driveway location showing drive approach, width labeled.
- Proposed low finished floor elevation and if applicable, main floor elevation.
- Label indicating “walkout” or “slab”.
- Proposed ground elevation contours (1-foot interval), or drainage arrows (sufficient to clearly indicate how water will shed from all parts of the lot).
- Elevation callouts for each property corner, at a minimum.
- Top of curb elevation callouts at extension of property boundary on each side.
- Location and elevation callouts for all sewer manholes and storm structures on or adjacent to lot.
- Upstream sanitary sewer manhole cover elevation.
- Flood plain statement. If any part of the lot contains regulated floodplain, then an Engineered Plot plan is required, see below.

**Additional requirements may apply – see next page**

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# **Engineered Plot Plans – Prepared by Professional Engineer or Land Surveyor**

**For any of the following cases, an engineered plot plan is required:**

- *Lots adjacent to or containing an engineered drainage swale as shown on the approved site plans.*
- *Lots containing regulated floodplain as defined by City Ordinance 29-22.*
- *Lots with an earth retaining structure, unless said structure was included on approved site plans.*
- *Lots with building finished floor elevation or site grading that deviates from that shown on the approved grading plan*

**In addition to all previous requirements, engineered plot plans must include the following:**

- Signature and seal of a Missouri registered Professional Engineer or Land Surveyor**
- For lots adjacent to or containing an engineered drainage swale: Location, proposed flowline elevations, dimensions (height, width, side slopes) or cross section, minimum grade, and 100-year storm water surface elevation of the swale.**
- For lots containing regulated floodplain: Limit of regulated floodplain. Plot plan must be accompanied by a completed flood plain development permit application. (Note: A FEMA Elevation Certificate must be submitted after the building is constructed, prior to issuance of a Certificate of Occupancy.)**
- For lots with an earth retaining structure not included on approved site plans: Location, type and maximum unbalanced grades of any earth retaining structures on the lot. Retaining walls that are not laterally supported at the top must be designed to comply with International Residential Code requirements.**
- For lots with building finished floor elevation or site grading that deviates from that shown on the approved grading plan, a letter and a revised grading plan is needed from the design civil engineer stating that this lot has been evaluated and the revised building elevation and/or grading will not cause any adverse effects to the overall site drainage and for the surrounding lots.**