

Plan Requirements:

Zoning permit applications for lot line adjustments

Overview

The Department of Licenses and Inspections (L&I) reviews plans submitted with permit applications for lot line adjustments and subdivisions which result in new lots, consolidated lots, or reconfigured lots. Review the information below before submitting plans for review.

Plan sheet size and material

- Minimum Sheet Size: 11 in. x 17 in.
- Maximum Sheet Size: 36 in. x 48 in.
- Print plans on white, standard-weight, bond type paper.

Acceptable drawing scales

- Architectural Scale: 1/16 in.; 3/32 in.; 1/8 in.; 3/16 in.; 1/4 in. = 1 ft. 0 in.
- Engineering Scale: 1 in. = 10 ft.; 20 ft.; 30 ft.; 40ft.; 50 ft.; 60 ft.; 100 ft.

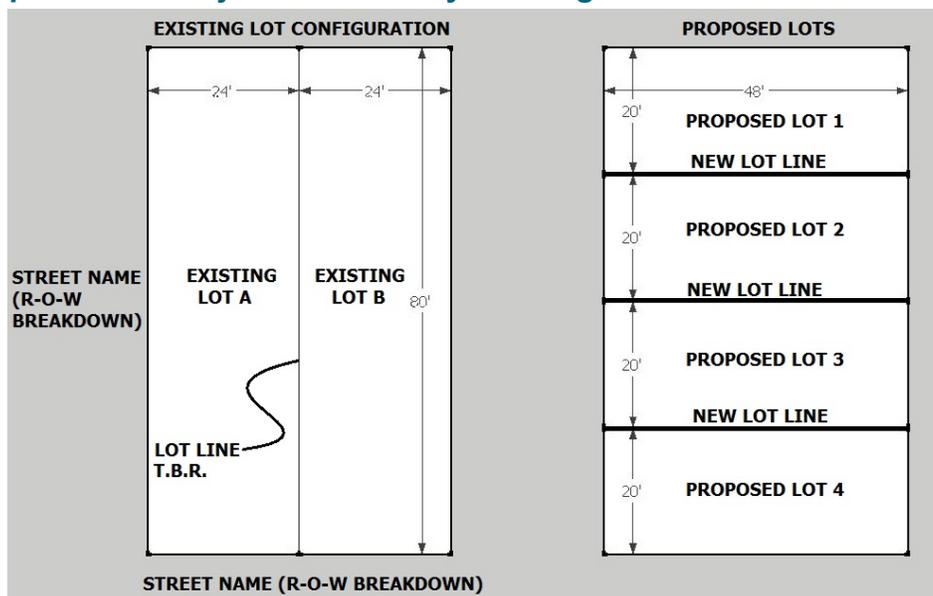
Minimum requirements

- Must be of professional quality and drawn to scale. Free-hand sketches will not be accepted.
- Printed plans must be in ink and in grayscale. Pencil drawings will not be accepted.
- Project address, zoning classifications, and summary table with calculated areas and other compliance values.
- Existing property lines as found in the deed's legal description with any alleyways, driveways, or easements.
- Proposed lot configuration with new lot lines and existing building dimensions at all exterior walls, projections, and recesses.
- Setbacks from all property lines, dimensions of yards, and other open areas for proposed lots.
- Sizes and locations of fencing, decks, and other accessory structures.
- Existing parking, adjacent streets with legal breakdown, right-of-way encroachments, and curb cuts.

Prerequisite approvals

Plans included with your zoning permit application package will require approvals from other departments or agencies.

Sample concept plan for lot adjustment survey drawing



L&I Permit and License Center

1401 John F. Kennedy Blvd., Municipal Services Building, Public Service Concourse

Open 8 a.m. to 3:30 p.m., Monday through Friday. Offices close at noon on the last Wednesday of each month.