



Plot Plan and Elevation Requirements for Building Permits

The Town of Superior requires stamped and signed plot plans (prepared by a licensed professional) for the following building permits:

- New residence;
- New commercial building;
- Residential or commercial building additions within 2' of a required building setback;
- Decks or other structures over 30" in height that are required to meet setback standards and within 2' of minimum setback or height requirements.

In addition to plot plan submittals, which are required to be provided as part of an initial building permit application, the following survey documents may be required during the construction/inspection process.

- For improvements within 2' of any required minimum setback, a stamped and signed letter and/or plat document from a licensed surveyor that verifies foundation forms were set in compliance with approved drawings/applicable minimum setback standards will be required as part of the building foundation inspection. This document shall be provided before foundations are poured.
- For improvements within 2' of the maximum height allowance (or any building greater than three stories), a stamped and signed letter and/or building elevations drawings from a surveyor that verifies the height of the structure complies with approved drawings/applicable maximum height allowances will be required as part of the building framing inspection. This documentation shall be provided before framing inspections can be approved.
- For all new construction (or additions that trigger either of the two above survey documents), an as-built plat that is stamped and signed by a surveyor is also required prior to final inspection (containing the same information outlined in the plot plan requirements listed below).

Plot Plan Requirements

Drawings shall be based on engineer's scale (1" = 10', 20', 30', etc.) and are required to include the following information:

- Property address, lot, block, subdivision and filing number

- Parcel boundaries/property lines, including dimensions and bearings and location of property corners
- Easements (dimensioned and labeled)
- Setbacks and building separations
- Building envelope(s) and associated improvements, such as covered porches, balconies, and overhangs (dimensioned)
- Location of driveway improvements (dimensioned)
- Location of water meter, and water and sewer connections
- Parcel square footage and lot coverage calculation
- Building Height (as calculated based on Land Use Code definitions below)
- Grading/elevation information
 - Plans need to reflect both existing proposed grades at property lines and where building improvements are proposed
 - Proposed top of foundation
 - Proposed top of slab for garages and walkouts (as applicable)
 - Proposed top of window well
 - Back of curb or sidewalk
 - Grading contours to reflect how proper site drainage is achieved – 10% downward slope is required within first 5’ of building foundations, with 2% minimum required beyond 5’.
 - Drainage may not be directed over adjacent sidewalks. If necessary, chase drains may be required to avoid adverse impacts on public improvements and ensure compliance with Section 11-1-40 (c) of the Town Code.
 - Note slope of driveway (this should not exceed 10%)

Building Elevation Requirements:

Drawings shall be based on architectural scale (1/8”, 1/4”, 1/2” = 1’, etc.) and are required to include the following information:

- Building elevations for all sides of the structure(s).
- Identify all exterior materials and a colors proposed for all building elements.
- Identify pitch of all roof slopes.
- Identify building height measured in accordance with the Municipal Code, the height (peak) average finished grade
- Identify first floor grade and heights of all floors if structure is more than 1-story.
- All rooftop and wall mounted mechanical units and vents dashed in on the building elevations with screening materials identified.
- Elevations and heights (and materials and colors) for all fencing, trash enclosures, and screening walls or mechanisms.
- Identify locations of all openings (doors and windows) and wall-mounted light fixtures.

Pertinent Land Use Code Definitions:

Height means a standard of measurement defining the vertical elevation of a structure from grade to the top or highest point of the structure or accessory appurtenance. Excepted appurtenances are chimneys, spires, utility ventilation pipes and lightning rods. For sign purposes, *height* means the vertical distance measured from the site's grade at the middle of the sign, which is the horizontal distance between the two (2) side edges of the sign, to the uppermost point on the sign or the sign structure.

Grade means the average of the ground levels at the center of all exterior walls of a building. If earth is to be bermed against the foundation of the structure to a height greater than one (1) foot from the finished grade, then grade is determined from the finished site grade level a minimum distance of ten (10) feet from the foundation wall or from the property line if the property line is closer than ten (10) feet.