



City of  
**Santa Monica**<sup>SM</sup>

**CITY OF SANTA MONICA  
Plot Plan Requirements**

The requirements of a Plot Plan are as follows:

1. Sheet size: Not larger than 24" by 36", nor smaller than 11" by 17"
2. Scale: Use a scale at a size adequate to show all information clearly. Indicate scale on plan.
3. North arrow (use directions with north located at top of sheet, and using assumed north rather than true north)
4. Title block which includes:
  - a. Project address
  - b. Applicant name, address and telephone number
  - c. Architect/engineer/designer name, address and telephone number
  - d. Architect/engineer/designer's seal
  - e. Date of plan
  - f. Box for revision dates
  - g. Sheet number
5. Street trees in the City street right-of-way adjacent to the project site.
  - a. The plans shall indicate the precise location of all trees, the species, and trunk diameter measured at 4 ½ feet above finish grade and the canopy spread.
  - b. A Tree Protection Zone that encompasses the canopy plus an additional radius of 10 feet
6. Proposed staging area for all construction activities as taking place outside of the Tree Protection Zone
7. Location of pool fence enclosure and pool equipment (for pools only)
8. Show all existing and proposed parking areas
9. Property dimensions (length and width) and property lines indicated. Label all property lines with "PL" notation
10. Building footprint of all structures on property, proposed use and zoning district
11. Adjacent streets, alleys and sidewalks with right-of-way labeled and dimensioned, with centerline of alley and any alley dedication required by the City labeled, with sidewalk and pavement widths shown and with an indication of distance to nearest intersection and neighboring driveways.
12. Easements
13. Exterior mechanical equipment
14. Signs
15. Driveway curb cuts, aprons and approaches
16. Parkways

17. Fences and gates
18. Indicate with arrows the slope of roof and the drainage flow directions. Runoff will not be permitted to empty into alleys or sheet across sidewalks except for single-family residences. Show all drain lines, area cleans, catch basins, downspouts, sump pumps, etc.
19. Label and indicate with arrows the slope of landscaped and paved areas; show finished surface elevation at all critical points, property corners, area drains, driveways and building finished floor
20. All setback dimensions, front, rear, and sides measured from property lines, and any projections into required setbacks dimensioned
21. Lot coverage calculation
22. Footprint and uses of existing and proposed structures, parking areas, driveways, planters/landscaping, and zoning district of adjacent property, including driveways and aprons on opposite side of street or alley
23. Location and dimensions of trash/recycling area
24. Unexcavated side yards
25. Dimension of any fixed object or landscaping located within 5-feet of the intersection of driveway and property line
26. Indicate where existing curb cuts are to be removed
27. Locations and dimensions of all proposed and existing parking areas, spaces, aisles, driveways (including cross slope), garage doors, sidewalks, and loading spaces