LEARN HOW TO CREATE A PLOT PLAN UTILIZING WAKE COUNTY’S iMAPS FEATURE

You can create your own Plot Plan using the iMAPS feature courtesy of Wake County.

The following steps and screenshots in this brochure will assist you in creating your Plot Plan.

1. Enter the following URL Address:
   www.wakegov.com/gis/iMAPS

2. Click on the iMAPS logo on the Homepage.

3. Enter your address – (do not include Street type – EX: St, Dr, Ave, Trl, etc.), owner name or PIN, in the Search Box and hit Enter.

4. Click on Maps dropdown and select Aerial if the view is not defaulted to Aerial View.

5. Click on the Layers Button at the bottom right of the screen and turn on the Pin Label & Dimension Label layers.

6. Click on Print Button – Settings should be as follows:
   - Format: PDF
   - Size: 8.5 x 11
   - Scale: Click the drop down arrow and select **1 inch = 50 feet**
   - Check the “Properties Attributes” box if not already selected

7. Print 2 copies

8. Draw the accessory structure(s) and add dimensions (hand drawn and written format is acceptable, but must be legible) from property line to structure (**see Example Plot Plan**).

   **Hint:** You can use the Measurement tool (→) on iMAPS to determine your dimensions from the Accessory structure to the property line.

   **Note:** If structures are close to existing easements and/or setbacks, an official survey may still be required.

Town of Apex
Building Inspections & Permitting
PO Box 250
73 Hunter Street
Apex, NC 27502
Phone: 919-249-3418
Fax: 919-249-3407
Step 3: Enter Address, Name, or PIN

Step 4: Turn on Aerial View

Step 5: Turn on Pin & Dimension Label Layers

Step 6 & 7: Print Settings / 2 Copies

Step 8: Add Accessory Structure(s) and Dimensions