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## Applicant's Guide: Plot Plans

Any construction permit application to build something new on a residential lot within the Town of Apex will require a plot plan. For example, plot plans are required when you apply to build:

- A deck or screen porch
- A retaining wall
- Detached structures - a shed or garage, etc.
- An outdoor fireplace
- A pool
- A room addition or sunroom

A plot plan must contain the following information:

1. Address of the property.
2. Identification of adjacent streets (by name), alleys, or other adjacent public property.
3. Identification of the drawing's scale (1/8"=1')
4. Property lines and property dimensions.
5. Location and dimensions for any public or private easements, buffers, wetlands, or other pertinent legal features that are on or cross the property.
6. Outline of any structures presently on the site or proposed for construction, including roof overhangs and any other architectural features such as bay windows and chimneys.
7. Location of any new or existing fences.
8. Dimensions showing: front, side and rear yard setbacks (if known), size of structures, paving, porches, and decks.
9. Identification of exactly what work is to be done, including the changes that are proposed to the physical features of the site or existing structures.
10. FOR POOLS: Show location of required fence or note that a fence alternative is proposed.

How to prepare a plot plan:

(Note – you may be able to complete most of Steps 1-3 for existing structures on your property using the Wake County Real Estate website. Refer to our guidance document here: [LINK](#))

Step 1: Determine property boundaries and any easements/buffers/wetlands that exist on the property. This may require a survey by a licensed surveyor, depending on complexity and availability of existing surveys. (Look up property info within Wake County here: <http://services.wakegov.com/realestate/> )

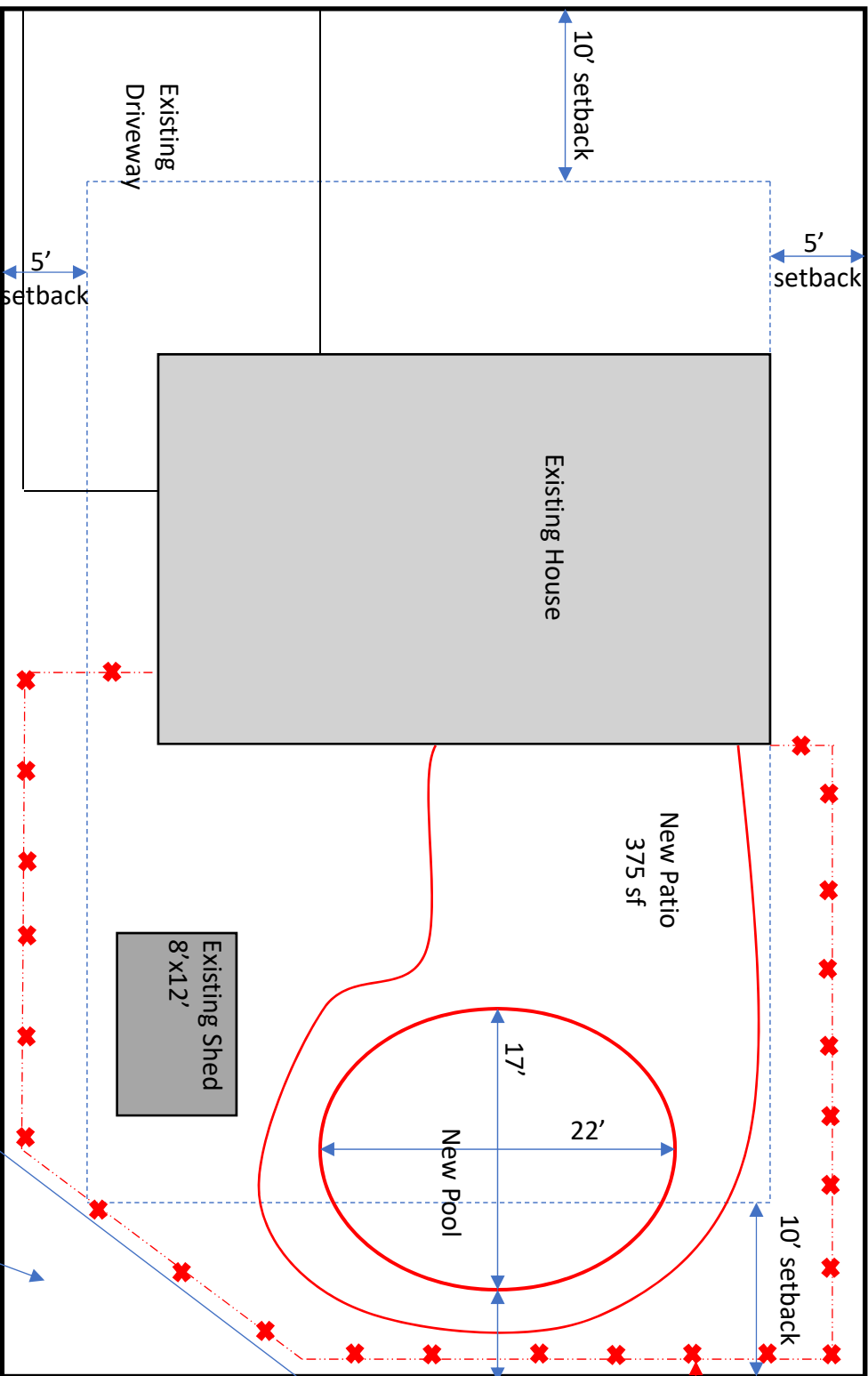
Step 2: Determine location of all structures and other physical features to be shown on the plot plan. You will need to measure the size (not including height) of all buildings on your property as well as all other man-made structures (carport, sheds, driveways, decks, and the like).

Step 3: Draw the plan.

Step 4: Double check the drawing by walking your site. Make copies to be turned in with application.

Continue for a sample plot plan.

# Main Street



Property Line

New Fence\*\*

1' off property line

Note: Fences are required for pools

5' min  
Setback to acc.  
structure or pool

15' Public Utility  
Easement

No structures or fences  
can be located in easements.

## 123 Main Street

New Impervious Area: 375 sf

Scale: 1"=10'

Owner: John Smith 919-555-1234

Contractor: AB Contracting

919-555-9876

**SAMPLE**