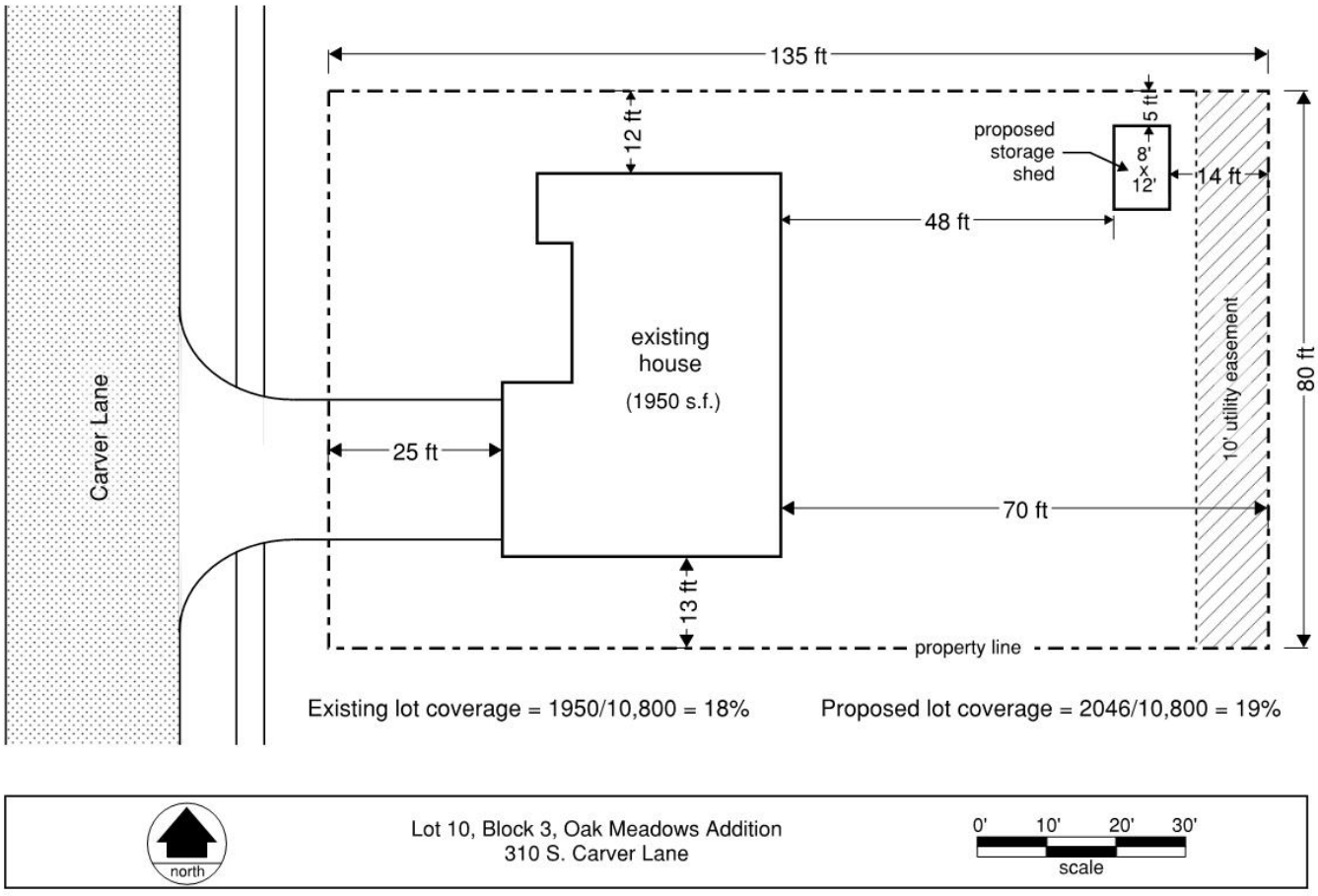
City of Bartlesville Site/Plot Plan Guidelines

1. Draw to scale.
2. Provide address and legal description of property.
3. Show north arrow.
4. Show all property lines and dimensions, easements, and adjacent streets.
5. Show all existing and proposed structures.
6. Provide dimensions of structures, distance between structures, and distance between structures and property lines.

Helpful Hint: The best place to start is with a xerox copy of the mortgage loan survey for your property. If you got a loan when you purchased your property, very likely you were required to have a mortgage loan survey of the property which shows this information (it is usually included in your closing paperwork). Make a copy of this survey and then draw onto it any proposed improvements to the scale of the survey. This can be used to meet the plot plan requirements in order to obtain the necessary building permits.

SAMPLE PLOT PLAN