



THE CITY OF SAN DIEGO

# HOW TO PREPARE A SINGLE DWELLING UNIT Plot Plan and Vicinity Map

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4153  
Call (619) 446-5300 for appointments and (619) 446-5000 for information.

INFORMATION  
BULLETIN  
**122**  
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This Information Bulletin describes how to prepare a typical plot plan and vicinity map for construction related to Single Dwelling Units. With the exception of minor interior alterations, all plans submitted to the City of San Diego for a building permit require a plot plan. This plan must also show a vicinity map.

Development Services Department has Information Bulletins that show construction techniques for various miscellaneous structures such as Patio Covers and Retaining Walls. These Information Bulletins may be used in lieu of construction plans when attached to a properly prepared plot plan. For more information about other Information Bulletins contact the Development Review Center, third floor, (619) 446-5000.

The following explains requirements for a vicinity map and plot plan.

## I. VICINITY MAP

A vicinity map specifies the location of a proposed project in relation to major streets in the area. It is not required to have this map drawn to scale but it should be proportional. Show at least two major cross streets and all other roadways leading to the site. A north arrow is also required. See Figure 1 for an example.

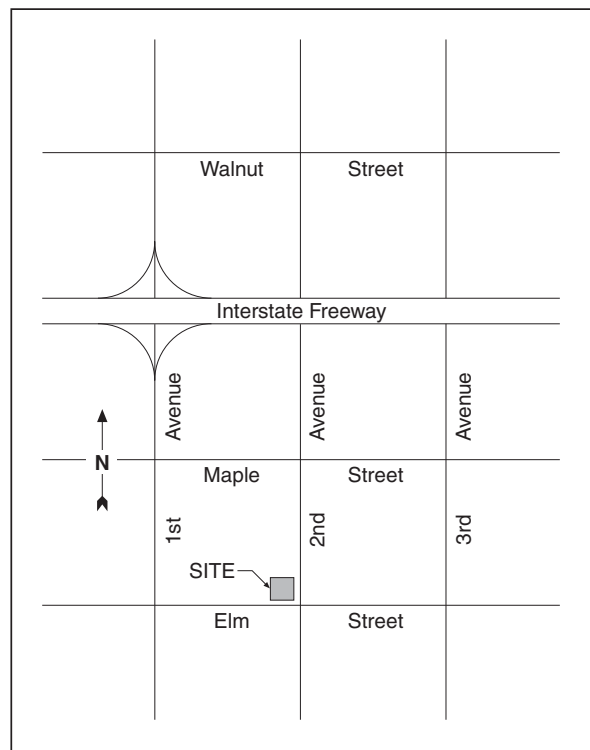
## II. PLOT PLAN

A plot plan is a drawing that shows the entire construction site and all structures existing and proposed. This plan must be legible and drawn to scale and the scope of work must be clearly defined. Information regarding a particular lot may be obtained from the Development Services Center, Records Section, second floor, (619) 446-5200.

After a permit is issued and the project is completed, Development Services maintains microfilm copies of the plot plan. We request that the plan be drawn large enough and clear enough for microfilming. The minimum page size is 11" x 17".

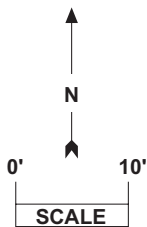
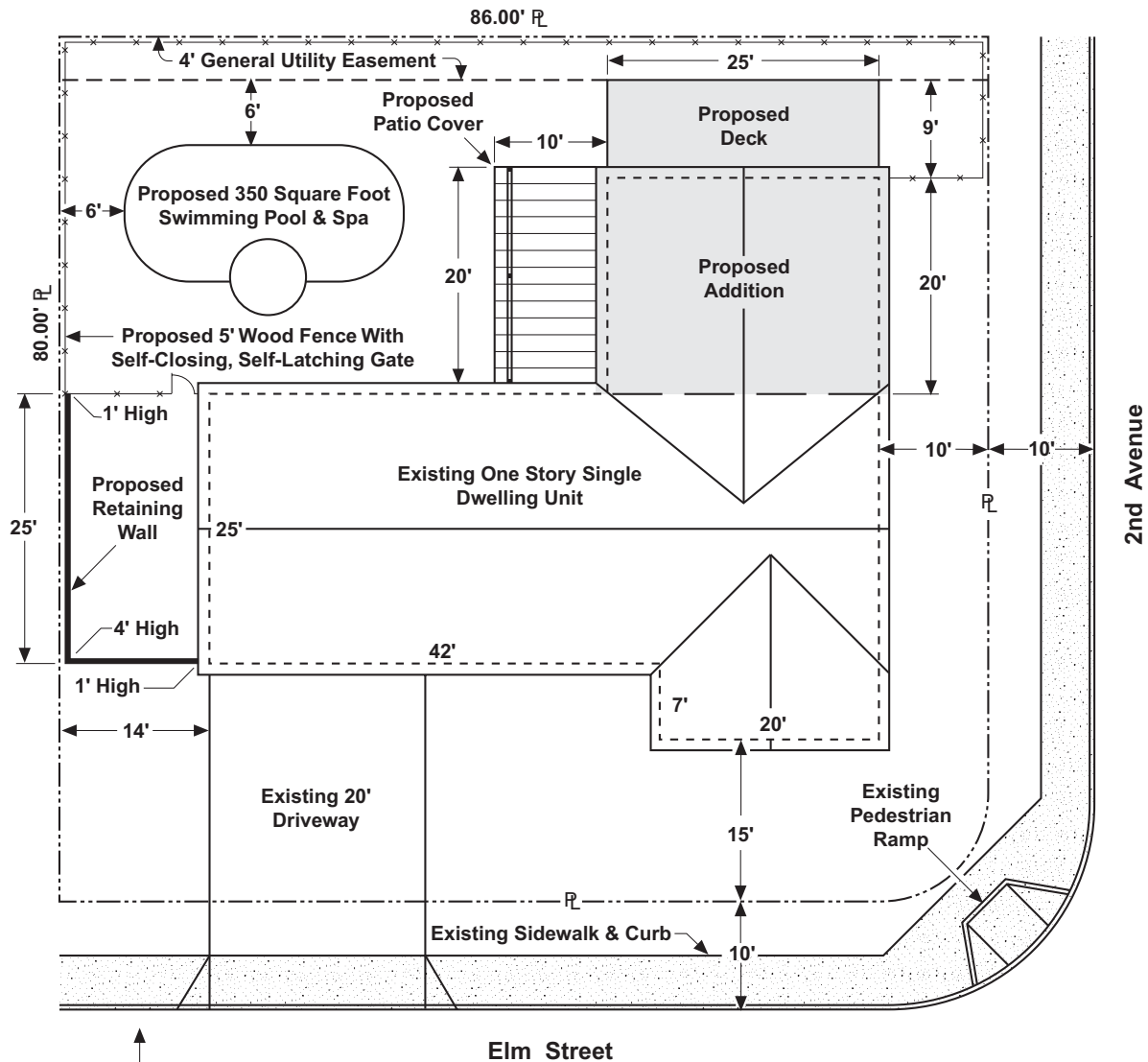
For an example of a Plot Plan see Figure 2. This illustration shows several different types of additions and miscellaneous structures. Also noted is a list of all items required to be shown on the plot plan.

Figure 1/ Typical Vicinity Map



1. Property lines (boundaries) with dimensions.
2. Exterior dimensions of all existing and proposed buildings, additions and structures, with dimensions to property lines. Also, any architectural projections such as bay windows, fireplaces, etc.
3. All existing and proposed public improvements such as, curb, sidewalk, pedestrian ramps, driveways, etc.
4. Dimensions and location of any easements.
5. Curb to property line distance, or centerline of street to property line distance. Width of alley, if applicable, and type of paving.
6. Name and address and phone number of the property owner.
7. Address of the construction site.
8. Legal description of the construction site.
9. North arrow and scale.

**Figure 2/ Typical Plot Plan**



**Legal Description:**  
 Lot 123, Block 4 of  
 City Heights  
 Subdivision  
 Map 5678  
 APN # 123-456-78

**Site Address:**  
 1234 Elm Street

**Ownership Information:**  
 Mr. & Mrs. Smith  
 1234 Elm Street  
 San Diego, CA. 92100  
 (619) 555-1234