



Westmoreland County, VA: Land Use Office

Plot Plan Checklists

*Please note: this list pertains only to projects that do not require engineered site plans

All Plot Plans Submitted for Permit Applications **Must Be Drawn to Scale**

The Following Lists the *Minimum* Requirements for All Plot Plans:

Single Family Dwelling - Sewer/Public Water

Features that must be drawn and labelled with measurements

- _____ 1. Property Lines & the lot's accurate shape and platted dimensions
- _____ 2. Right-of-Way, State Route, Private Road, or Access Easement Width per latest plat recorded in the courthouse
- _____ 3. Accurate shape and size of the dwelling, decks, porches
- _____ 4. Driveway dimensions and placement, whether proposed or existing
- _____ 5. Area of disturbance (length x width and area)
*tips for measuring area of disturbance will be on following pages
- _____ 6. All easements and easement types (example: utility, drainage, well, viewshed/sight, etc.)
- _____ 7. Setbacks for every proposed structure/feature
- _____ 8. Distance separation between structures

Features which must be shown

- _____ 1. Erosion and Sediment Control Measures (minimum but not limited to)
 - _____ 1. Silt Fence (Write "SF" in a circle)
 - _____ 2. Permanent Seeding (Write "PS" in a circle)
 - _____ 3. Construction Entrance (Write "CE" in a circle)

Single Family Dwelling - Septic/Well (Either Septic or Well or both)

Features that must be drawn and labelled with measurements

- _____ 1. Property Lines & the lot's accurate shape and platted dimensions
- _____ 2. Right-of-Way, State Route, Private Road, or Access Easement Width per latest plat recorded in the courthouse
- _____ 3. Accurate shape and size of the dwelling, decks, porches
- _____ 4. Driveway dimensions and placement, whether proposed or existing
- _____ 5. Area of disturbance (length x width and area)
*tips for measuring area of disturbance will be on following pages
- _____ 6. All easements and easement types (example: utility, drainage, well, viewshed/sight, etc.)
- _____ 7. Setbacks for every proposed structure/feature
- _____ 8. Distance separation between structures
- _____ 9. Well location, well area, 50' well radius, distance from proposed well to existing and/or proposed structures & features

*If the 50' well radius crosses into an adjacent property an easement must be purchased from the owner of said property and recorded in the Westmoreland County Courthouse



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____ 10. Drainfield dimensions & distance from structures and drainfield reserve area (as applicable)

Features which must be shown

____ 1. Erosion and Sediment Control Measures (minimum but not limited to)

- ____ 1. Silt Fence (Write "SF" in a circle)
- ____ 2. Permanent Seeding (Write "PS" in a circle)
- ____ 3. Construction Entrance (Write "CE" in a circle)

Land Disturbance Permit

Features that must be drawn and labelled with measurements

- ____ 1. Property Lines & the lot's accurate shape and platted dimensions
- ____ 2. Right-of-Way, State Route, Private Road, or Access Easement Width per latest plat recorded in the courthouse
- ____ 3. Accurate shape and size of any existing dwellings, decks, porches, garages etc.
- ____ 4. Driveway dimensions and placement, whether proposed or existing
- ____ 5. Area of disturbance (length x width and area)
*tips for measuring area of disturbance will be on following pages
- ____ 6. All easements and easement types (example: utility, drainage, well, viewshed/sight, etc.)
- ____ 7. Existing well location, well area, 50' well radius (as applicable)
- ____ 8. Drainfield dimensions & distance from structures and drainfield reserve area (as applicable)

Features that must be shown

- ____ 1. Erosion and Sediment Control Measures (minimum but not limited to)
 - ____ 1. Silt Fence (Write "SF" in a circle)
 - ____ 2. Permanent Seeding (Write "PS" in a circle)
 - ____ 3. Construction Entrance (Write "CE" in a circle)

Accessory Structures

Features which must be drawn and labelled with measurements

- ____ 1. Property Lines & the lot's accurate shape and platted dimensions
- ____ 2. Right-of-Way, State Route, Private Road, or Access Easement Width per latest plat recorded in the courthouse
- ____ 3. Accurate shape and size of the
- ____ 4. Driveway dimensions and placement, whether proposed or existing
- ____ 5. Area of disturbance (length x width and area)
*tips for measuring area of disturbance will be on following pages
- ____ 6. All easements and easement types (example: utility, drainage, well, viewshed/sight, etc.)
- ____ 7. Setbacks for every proposed structure/feature
- ____ 8. Distance separation between structures
- ____ 9. Well location, well area, 50' well radius, distance from proposed well to existing and/or proposed structures & features
*If the 50' well radius crosses into an adjacent property an easement must be purchased from the owner of said property and recorded in the Westmoreland County Courthouse



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_____ 10. Drainfield dimensions & distance from structures and drainfield reserve area (as applicable)

Features that must be shown

_____ 1. Erosion and Sediment Control Measures (minimum but not limited to)

- _____ 1. Silt Fence (Write "SF" in a circle)
- _____ 2. Permanent Seeding (Write "PS" in a circle)
- _____ 3. Construction Entrance (Write "CE" in a circle)

Replacement Permits (Wells, Sheds, Porches, Etc.)

- _____ 1. Property Lines & the lot's accurate shape and platted dimensions
- _____ 2. Right-of-Way, State Route, Private Road, or Access Easement Width per latest plat recorded in the courthouse
- _____ 3. Accurate shape and size of the dwelling, decks, porches
- _____ 4. Driveway dimensions and placement, whether proposed or existing
- _____ 5. Area of disturbance (length x width and area)
 - *tips for measuring area of disturbance will be on following pages
- _____ 6. All easements and easement types (example: utility, drainage, well, viewshed/sight, etc.)
- _____ 7. Setbacks for every proposed structure/feature
- _____ 8. Distance separation between structures
- _____ 9. Well location, well area, 50' well radius, distance from proposed well to existing and/or proposed structures & features
 - *If the 50' well radius crosses into an adjacent property an easement must be purchased from the owner of said property and recorded in the Westmoreland County Courthouse
- _____ 10. Drainfield dimensions & distance from structures and drainfield reserve area (as applicable)

Features which must be shown if increasing impervious coverage by 833 square feet or disturbing 2500 square feet of land

- _____ 1. Erosion and Sediment Control Measures (minimum but not limited to)
 - _____ 1. Silt Fence (Write "SF" in a circle)
 - _____ 2. Permanent Seeding (Write "PS" in a circle)
 - _____ 3. Construction Entrance (Write "CE" in a circle)



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How to Measure the Area of Disturbance

1. Know the dimensions of the lot based on the subdivision plat recorded in the courthouse
2. Know the proposed structure's dimensions
3. Based on the size of the house and all proposed features, calculate on paper, or measure onsite, the length and width of the proposed disturbed area
4. To Calculate the of the Area of Disturbance in *Square Feet (sf)*: Multiply the length of the disturbance by the width of disturbance

$L \times W = \text{Area of Land Disturbance}$

Example: $150' \times 50' = 7,500 \text{ sf}$

5. To Calculate the Area of Disturbance in Acres: Divide the Square Footage Calculated Above by 43,560

$Sf \div 43,560 = \text{Area of Disturbance in Acres}$

Example $7,500 \div 43,560 = 0.17 \text{ acres}$

***** Please do NOT Write "Measured Limits of Disturbance." *****

**** Provide Site-Specific Measurements ****