EX#19

RECEIVED
OCT 29 2025
Land Use Department

APPENDIX D: PLOT PLAN CHECK SHEET

Applicability: A Plot plan is required for applications for accessory uses and structures that do not require a Site Plan such as sheds, pools, barns, decks, additions, minor change of use etc. (See Section 3.5(3))

Your Plot Plan need not be prepared professionally, but it must contain a Map of your property, a Floor Plan of the building you will use for your Accessory Use or Structure and a Sign Sketch that shows the design of your sign, if applicable.

All DRAWINGS must:

- Show the total acreage of the property and all property boundaries with lengths indicated in feet. Applicant may submit any of the following provided all information necessary to show compliance is included on the drawing:
  - o a Class D survey;
  - o a detailed plan drawn to scale utilizing CAD;
  - o GIS maps prepared by town staff; or
  - o a neatly drawn to scale plan with applicable labels and legends
- Be on 8 ½" x 11" or larger white paper (larger is preferred);
- Be in ink or be a copy-machine reproduction

The MAP must contain the following information:

- Your name, the property owner's name, and the property address;
- The name of the frontage road;
- The location of all existing buildings/structures;
- The location of all existing driveways, parking areas, and turn-around areas;
- The location of your well and septic system (if applicable);
- Location of wetlands, watercourses and wetlands buffers; NO INLAND WETLANDS ON OR 100'
- Any existing or proposed easements and deed restrictions affecting the property including Conservation and/or Open Space areas including any areas/easements required by the Inland Wetlands Commission; NO
- Any stonewalls monuments, and other structures having historical or archeological significance;
- **The location of the proposed building or the building in which your activity will occur;**
- **Provide accurate setback distances from proposed structures to existing property lines and any other applicable setback line;** SETBACK DIMENSIONS TO EXISTING BUILDING SHOWN
- The words "Prepared By" followed by the preparer's signature and date.

Property Information:

- **Please provide a copy of your current property card and deed. (See Assessor and Town Clerk)**

The FLOOR PLAN (if applicable) must contain the following information:

- Show all interior and exterior building walls to scale;
- Labeled uses for all rooms;
- **For Home Occupations**: Show the area (in square feet) of the residence and the area (in square feet) of the space in which the Home Occupation activity will occur; and show all indoor storage areas, partitions, and other features to be installed or constructed. Outside storage of materials associated with a Home Occupation is prohibited.

Note: For all applications for change of use, boundary line adjustments, additions to existing structures, new accessory uses, accessory structures >200sf, and all pools, a LEDGE LIGHT HEALTH DISTRICT application and approval is required. For all proposed structures >200sf, a BUILDING PERMIT is required.

Rev 12/20/23