

City of Liberty
Plot Plan Review
for Single Family & Two Family Dwellings

Applications for single family and duplex building permits shall include a plot plan of the site to be built upon. The following information must be shown on the plot plan and will be reviewed and verified prior to the issuance of a building permit:

1. Drawings must be to scale and scale noted on the drawing
2. Drawing must have an arrow showing which direction is north.
3. Drawings must have a legend defining what each symbol in use represents.
4. Drawings must have a legend defining what each acronym/abbreviation in use stands for.
5. Drawing must be sealed by a licensed Missouri land surveyor.
6. Drawing must show who the plot plan is for, lot number, subdivision, and plat number.
7. Drawing is to show all property lines, the length of all property lines, all easement locations, the type of easement and the width of easement.
8. Drawing must show all building set back lines and their required distances from property lines. This includes minimum set back distances to side lot property lines.
9. Drawing must show outline of building foundation to be constructed with all dimensions of foundation, as well as distances from foundation to property lines in all directions.
10. Show all extensions of structure, with their dimensions, that extend past the foundation line, e.g., cantilevers and decks.
11. Drawing must show the location and width of the driveway, 20' max approach.
12. The drawing must show the street names of all streets adjacent to the lot being built on.
13. Finished grade elevations must be shown at building corners and at property corners. Top of curb elevations at front of lot are required, as well as top of curb elevations for the side-street-side of corner lots.
14. Drawing must show elevations of basement floor, garage floor, top of foundation wall, and center of driveway at back of curb with a notch in the curb to indicate where the elevation was taken.
15. Show location and type of erosion control devices with arrows showing direction of runoff on lot.
16. Drawing must show location of all public utilities located on lot.
17. Drawing must show sanitary sewer service line locations.
18. Drawing must show closest, downstream and upstream, sanitary sewer manholes with station identification, and flow lines in and out of manhole.
19. Drawing must show sanitary sewer line (stub) location, distance from closest sanitary sewer manhole to stub, angle of stub to sewer main, length of stub, and elevation of end of stub. Drawing must also show minimum basement floor elevation as determined by the elevation of the end of the stub.
20. Drawing must show all swales and berms to direct water flow across the lot.

Each of the items listed above must be present on the plot plan when submitted. If any of these items are missing, the plot plan will be marked deficient and returned to the applicant.