



PLOT PLAN INSTRUCTIONS

AN ACCURATE PLOT PLAN WILL HELP SHORTEN THE REVIEW TIME OF YOUR PROJECT

****(PLOT PLAN MUST BE FULLY COMPLETED. IF NOT WE WILL NOT SIGN OFF ON THE PLOT PLAN)****

The purpose of a plot plan is to establish a clear record of the use of property. It may be helpful to think of how the property would look if you were flying above it and represent this on paper. You might start with an Assessor's Plat Map (copies available at the Assessor's Office) for a detailed outline of your property, or you may wish to get a copy of the "as built" plot plan on file at the Environmental Health Department.

If you do not have the Plot Plan Form (11"x17"), you can use an 8 1/2"x11" size paper which works well for drawing the property outline. Once the property outline is drawn, please draw what is existing and proposed for the property. Try to keep size proportionate, write in distances to show location, and label the use of all existing or proposed structures (such as house, mobilehome, garage, or barn).

Make sure the following is shown on the plot plan (expanded description and department requiring the item are attached):



1. Property owner's name
2. Assessor's Parcel Number for the property
3. North arrow and scale
4. Acreage of property
5. Square footage of buildings
6. Indicate whether there are mobile homes, residences, barns, sheds, septic, leach fields, well, propane tanks, or any other improvements on the property.
7. Easements shown and labeled
8. Show utility services, septic system and well location, both existing and proposed. Also show the distance to the neighbor's septic system and well (if known).
9. Roads and driveways shown and labeled, list length and width (used for Fire Department and Public Works)
10. Drainage and waterways shown and labeled.
11. Locate any slopes or unusual site conditions on the property (this is critical for proper location of structures—there are setbacks required for sloped areas).

Attached is an example to review.

Please ask for help if you have any further questions. A list of Departments and requirements are attached.

Note: If your project involves grading, please provide a slope cross-section.

PLOT PLAN REQUIREMENTS FOR TEHAMA COUNTY

BEFORE YOU PROCEED WITH THE PRESENTATION OF YOUR PLOT PLAN YOU SHOULD CONTACT THE FOLLOWING DEPARTMENTS TO DETERMINE ALL REQUIREMENTS THAT MAY BE SPECIFIC TO YOUR PARCEL. THE FOLLOWING STEPS MUST BE COMPLETED, IN THE ORDER LISTED BELOW, TO OBTAIN BUILDING OR SETUP PERMITS.

1. Prepare a complete plot plan. See attached Sample Plot Plan. Verify current fees for plot plan review with each of the departments.
2. Submit plot plan for zoning clearances to:
TEHAMA COUNTY PLANNING DEPARTMENT – PD
444 Oak Street, Room I
Red Bluff, CA 96080
(530)527-2200 FAX (530)527-2655
3. Submit plot plan for flood hazard clearance to:
TEHAMA COUNTY DEPARTMENT OF BUILDING & SAFETY – BD
444 Oak Street, Room H
Red Bluff, CA 96080
(530)527-7002 FAX (530)527-2655
4. Submit plot plan for approval of sewage disposal & water supply systems to:
TEHAMA COUNTY ENVIRONMENTAL HEALTH DEPARTMENT – DEH
633 Washington Street, Room 36
Red Bluff, CA 96080
(530)527-8020 FAX (530)527-6617
5. Submit plot plan for approval of fire safe requirements to:
CalFire/TEHAMA COUNTY FIRE DEPARTMENT – TCFD
604 Antelope Blvd.
Red Bluff, CA 96080
(530)528-5199 Fax(530)529-8538
6. **AFTER THE ABOVE DEPARTMENTS HAVE SIGNED OFF ON YOUR PLOT PLAN:** Submit approved plot plan, building plans or mobilehome data to the Tehama County Department of Building and Safety for plan check and permit issuance.

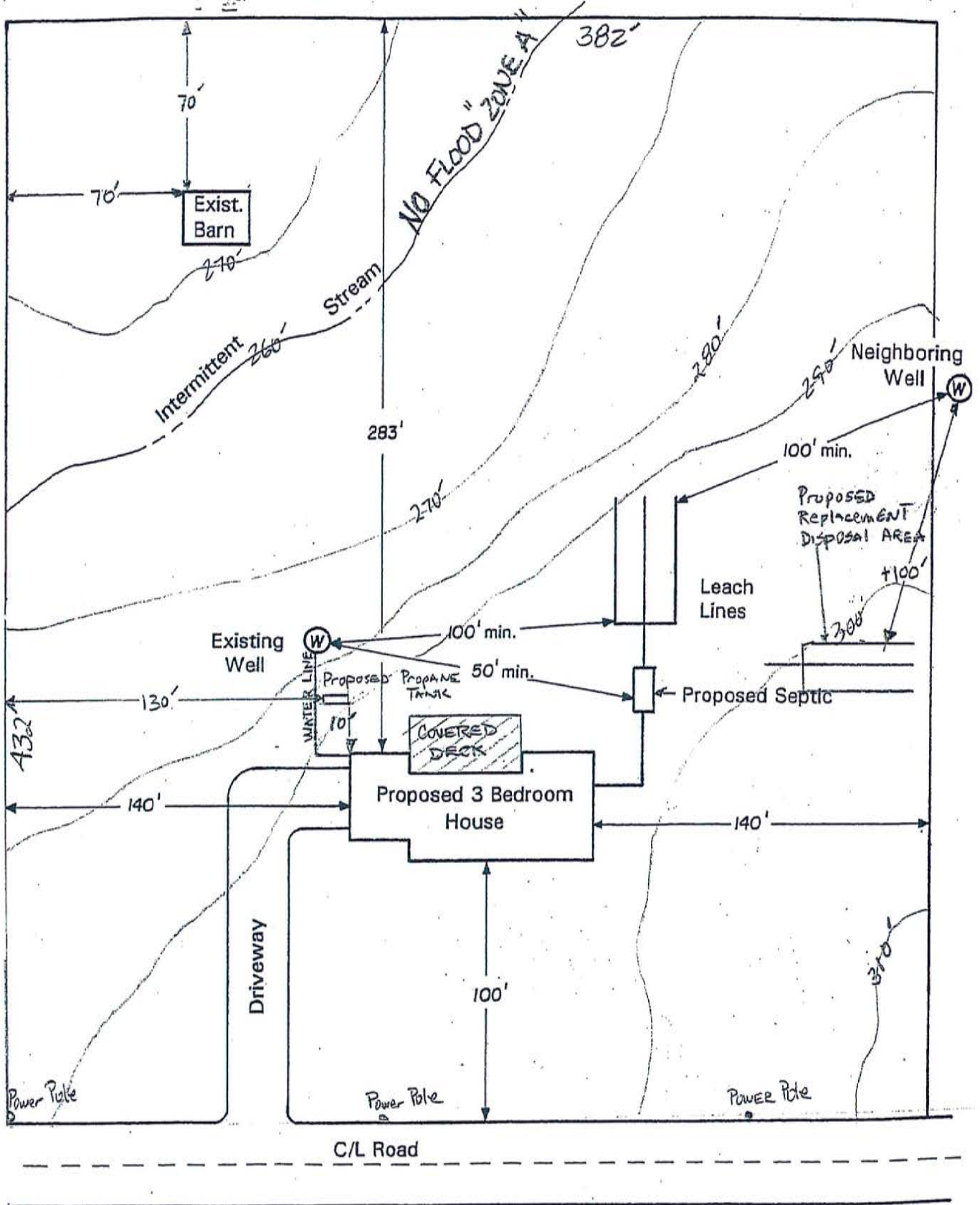
REQUENTLY ASKED QUESTIONS

1. Does the zoning for your property allow for the proposed project? Contact the Planning Dept.
2. Is your parcel located in a flood hazard area? Contact the Building Dept.
3. Does your project have or require an on-site sewage disposal or water supply system? Contact the Environmental Health Dept.
4. Was your parcel created by a land division after January 1, 1992? If yes, contact the Tehama County Fire/Calfire.
5. What are the minimum required setback distances for your project? You may need to contact all four departments for this information.
6. How long will it take for review of the plot plan and what will it cost? Contact each department for information on their current processing times and fees.

PLOT PLAN CHECKLIST

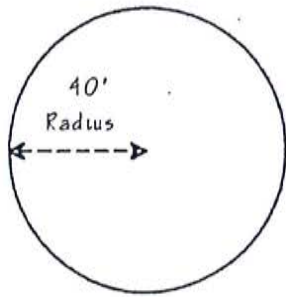
PLEASE DOUBLE-CHECK YOUR PLOT PLAN TO BE SURE ALL REQUIRED INFORMATION IS CLEARLY SHOWN TO AVOID ANY DELAY IN PLOT PLAN REVIEW.

Contact Dept.	Applicant Check	
PD	[]	SCALE: Draw plot plan using a 1" = 50' engineering scale or finer (e.g. 1" = 50' to 1" = 10'), and indicate scale used. (See attached Sample Plot Plan)
PD	[]	PARCEL/OWNER IDENTIFICATION: Fill in Property Owner's Name, property address (if assigned), Assessor's Parcel Number (APN), scale used, and indicate northerly direction.
PD ways (a	[]	PROPERTY LINES: Identify location and dimensions of all property lines and any adjacent road- "blow up" of the area to be developed can be used for large properties to show 1" = 50' detail).
BD,PD,DEH tures	[]	FOR PROPOSED STRUCTURES, WELLS AND SEPTIC SYSTEMS: Location and use of all struc- (including retaining walls, decks, sheds, pools, etc.) Note if existing or proposed.
TCFD, PD	[]	SETBACKS: Setbacks of the proposed structures from the front, rear and side property lines (the required distance may be a minimum of 30' - contact departments for specifics).
BD	[]	UTILITIES: Location of utilities (including LPG, tanks, water lines, power poles, etc.)
BD shown	[]	ELEVATION: Indicate any changes in elevation at any proposed building sites (may be noted or using elevation contours).
DEH, BD ways,	[]	FLOOD/DRAINAGE: Location of drainage channels, springs, lakes, ponds, intermittent water- Sloughs, and any other areas subject to flooding, including any special flood hazard areas.
DEH 25% or	[]	SLOPES: Percentage and direction of slope at the septic areas (can be approximated to 0-5%, 5- measured if greater than 25%, or if the septic system will be a special or alternative design). Note any other unusual topographic features (escarpments, cut and fill banks, etc.)
DEH	[]	WELLS & SEPTIC SYSTEMS: Location of existing and proposed wells and septic systems on the subject property, including 100% replacement of sewage disposal area.
DEH par	[]	REPLACEMENT AREA: Location of wells, septic systems and 100% replacement area on adjacent cells if within 150' of any existing or proposed wells or sewage disposal areas. Note on plan if none are within 150'.
TCFD	[]	DRIVEWAY-ROAD GRADE: Location of existing and proposed driveways and roads. Note the maximum grade of proposed roads and driveways (not to exceed 16%).
TCFD 10'),	[]	FOR PROPOSED DRIVEWAYS: DRIVEWAY WIDTH-LENGTH: Driveway measurements must include minimum width (no less than minimum vertical clearance (no less than 15'), and length of driveway.
TCFD	[]	DRIVEWAY TURNOUT: Driveways longer than 150' but less than 800' shall include a turnout near the midpoint of the driveway, which shall be at least 10' wide and 30' long, with a minimum of 25' taper on each end. Where the driveway exceeds 800' in length, turnouts shall be no more than 400' apart.
TCFD	[]	DRIVEWAY TURN AROUND: Driveways longer than 300' shall have a turn around within 50' of the building. Minimum turning radius shall be 40' from center line of road. If a hammerhead/T is used, the top of the "T" shall be a minimum 60' length.
TCFD ing	[]	DRIVEWAY LOAD CAPACITY: Noted near the driveway on the plot plan shall be a statement not- Compliance with a minimum 40,000 lb. load capacity including roadways, culverts and bridges, and be an all-weather surface.
TCFD the	[]	DRIVEWAY GATES: Proposed gates shall be shown with the openings at least two feet wider than width of the traffic lanes serving the gate. Gates shall be located at least 30' back from the road access and direction of opening shall be shown. Gate shall open to allow a vehicle to stop without obstructing traffic or access road.

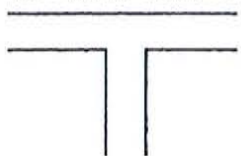


SAMPLE PLOT PLAN

Scale 1" = 50'



60' Hammer Head 'T'



Denote each structure or driveway as "Existing" or "Proposed"

No less than the width of the driveway

Driveway must support at least 40,000 lbs.

Pull out width 10' minimum in addition to driveway width

Minimum driveway width is 10'

Maximum driveway grade is 16%

Gate swings in

Gate opening must be at least 2' wider than driveway

Gate must be at least 30' from roadway

Fence Line

County Road

Scale: 1" = 50'



Name: _____

Parcel Address: _____

Tehama County Fire Department
Driveway & Setback Standards

TEHAMA COUNTY PLOT PLAN REQUIREMENTS

The Plot plan submitted to the Tehama County Building Department has several requirements important to the issuance of a permit. If properly completed, several problems can be eliminated during construction.

The following items must appear on the plot plan:

1. PROPERTY BOUNDARY DIMENSIONS, PARCEL SIZE, BUILDING SETBACKS AND EASEMENTS

Proper setbacks should be shown on the drawings. If you are placing your structure at the minimum setbacks, be sure you know exactly where the property line is located. Do not assume.

If there are easements, right-of-ways, or any other restrictions within the limits of your property, show their location and dimensions accurately. Generally, county setbacks are 50' from the center of the street right-of-way or 20' from the edge of the right-of-way, whichever is greater.

2. SHOW UTILITY SERVICES (GAS, WATER, SEWER, SEPTIC SYSTEM AND ELECTRIC

The accuracy of your drawing is important! Many people have come to the county looking for information about locations of septic systems. The information on the plot plan should be as accurate as possible, especially if the system is buried.

3. LOCATE ANY SLOPES OR UNUSAL SITE CONDITIONS ON THE PROPERTY

This is very critical. If you fail to note certain slope situations, for example, you may be required to relocate your structure or provide engineering after you have started building. There are setbacks required for sloped areas. See below:

EXCERPTS FROM CHAPTER 18

1998 CALIFORNIA BUILDING CODE

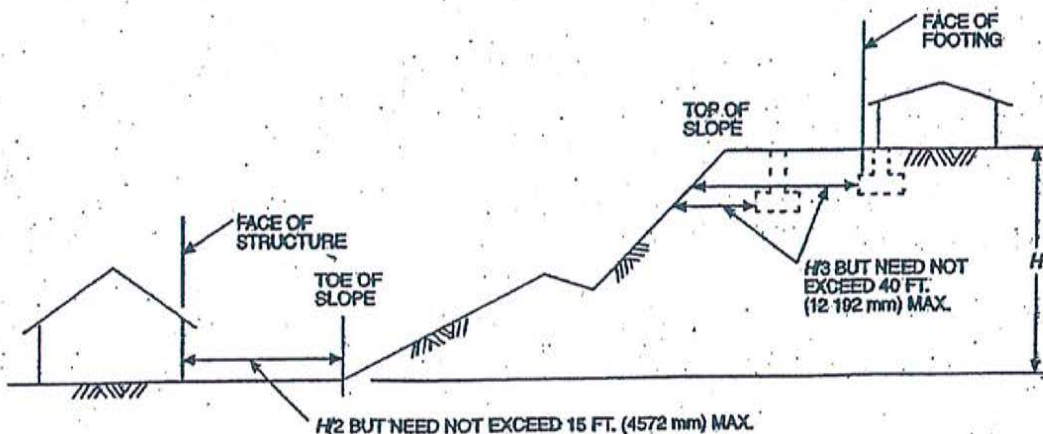


FIGURE 18-1-1—SETBACK DIMENSIONS

If your initial site plan is a part of your drawings, you can reduce it to 8 1/2" x 11" to fit on the plot plan sheet supplied by the Building Department.

**DOUBLE CHECK THE REQUIREMENTS INDICATED ON THE
PLOT PLAN CHECKLIST**

Tehama County Cooperative Fire Protection

Fire Protection Planning Bureau
604 Antelope Blvd., Red Bluff, California 96080
(530) 528-5199 Office, (530) 529-8538 Fax



2019 Fee Schedule

Projects and Fees are as follows as of July 1, 2019:

Plot Plan Review/ Per Parcels.....	\$208.00
Plan Check Resubmittal.....	\$66.00
Use Permit.....	\$400.00
Environmental Impact Report Review.....	\$157.00/hr.
Fire Safety Clearance Inspections (i.e. Day Care & Residential Care Facilities).....	\$142.00
Fire Safety Clearance Inspections (i.e. Day Care & Residential Care Facilities More than 25 Clients)....	\$108.00
General Plan Amendment.....	\$321.00
Revised Tentative Map.....	\$164.00
Setback Adjustment.....	\$164.00
Tentative Parcel Map.....	\$321.00
Tentative Tract Map.....	\$321.00
Rezoning Action.....	\$321.00
Will Serve Statements.....	\$86.00

The Following see schedule is for on-site fire protection inspections:

Amendments to plans after Approval.....	\$108.00/hr.
Consultation Fees.....	\$157.00/hr.
Demand Inspections (Insurance, etc.).....	\$108.00/hr.
Fire Alarm Systems.....	\$146.00
Fire Pump.....	\$251.00
Fire Sprinkler Systems.....	Varies
Plan Check, Review Requested by Govt. Agency or Department.....	\$108.00/hr.
Retail Fireworks Sale/Public Display.....	Varies
Underground Fire Mains.....	\$359.00

NOTE: Any manufactured home, mobile home, or multi-family manufactured home with two dwelling units, manufactured on or after January 1, 2012, shall be equipped with an automatic fire sprinkler system designed and installed in accordance with Title 25 of the California Code of Regulations. (TCO 1964)

PLANS WE DO NOT SEE IN THIS OFFICE ARE AS FOLLOWS:

- **INSIDE REMODEL WITH NO SQUARE FOOTAGE INCREASE**
 - **SWIMMING POOLS & SPA'S**
 - **SEPTIC AND/ OR WELL ONLY**
 - **SLAB'S (PORCHES)**

* There is a 2- year requirement set on the plot plan, 2 years from the date in which we stamped approval on the plot plan, additions or changes to property can be made and not charged additional impact fee.