



Residential Plot Plan Submittal Procedures for the Planning Division

1. Complete the Architectural Review Application.
2. Provide three (3) sets of plans for Architectural Review and Approval:
 - Plans must be on 24" x 36" (2ft x 3ft) page size. 8 1/2" x 11" or 11" x 17" pages will not be accepted.
 - Plans must include a:
 1. Plot plan
 2. Floor plan
 3. Elevations for ALL sides of the **Existing** and **Proposed** developments.
 4. **Name & telephone number of applicant printed on plans**
 - If more than one lot is involved, the dimensions and area of each lot must be submitted.
 - All Structures must be to scale and include dimensions. For example, 1/8' = 1' or 1/4' = 1'
 - The location, use and dimensions of all buildings, units, **laundry facility**, structures (patios, garages, storage, etc...), building separations and walls must be shown on the plot plan.
 - Existing and proposed **water meters, gas meters, water heaters**, electric lines, utility poles, etc. on and/or over the property lines must be shown on the plans.
 - Area of public right-of-way between house and curb to be shown in detail including trees, meters, fire hydrants, etc.
3. Submit four (4) photographs of the subject property showing:
 - front property
 - rear property
 - garage with the door open
 - area where the proposed addition is to be situated.
4. The total processing cost is \$196.00. The applicant is required to pay \$98.00 at the time of submittal with the remaining balance of \$98.00 due upon Planning Division approval. ***Please note this fee DOES NOT include the Building Plan Check Fee.*** The review process takes approximately 10 working days. The applicant will be notified of the results by phone.
5. Plans are to be submitted to the Planning Division at the Building and Safety Department Monday thru Thursday from 7:00am to 5:00pm. Permits will be issued until 4:30pm. City Hall is closed on Fridays.

NOTES:

***All checked/reviewed plans with corrections from the city's Architect must be included with the new set of corrected plans when re-submitting for approval or ADDITIONAL FEES WILL APPLY.**

***PLANNING APPROVALS for proposed developments ARE ONLY GOOD FOR ONE YEAR.**

Sample plot-plans including floor plans and elevation plans for residential requests have been incorporated into this handout for your information.

If you have any questions concerning any development requirements, procedures or any of the information contained herein, please contact the City's Planning Department at 323-563-9562 or for development standards visit the city's website at www.cityofsouthgate.org under the "Municipal Code"/ "Title 11: Zoning