

Requirements for Plot Plans for Building Permits

The plot plan for principal structures and other additions **over** 750 square feet shall contain the following information:

Drainage and Foundation

1. Existing Contours (1 foot interval);
2. Proposed Contours (1 foot interval) (OPTIONAL);
3. Existing structure location within 0.1 foot (dimensions, disposition, and description) – if any;
4. Proposed structure location (dimensions and description);
5. Driveway (location and dimensions).
 - A. Driveways within the City of Bowling Green must conform to City's Access Control Plan.
 - B. Street sidewalk or curb cuts within the City of Bowling Green require a street cut permit.
 - C. Location of driveways within the unincorporated areas of Warren County require approval from the County or State Highway Department prior to installation.
6. Property corner elevations (if less than two percent (2%) slope on lot.);
7. Existing and Proposed (OPTIONAL) ground elevations at corners of proposed structures;
8. All finished floor elevations, including basement, must be minimum 1.5 feet above the 100 year floodplain elevation for the site.
8. Structures without basements shall have a minimum finish floor elevation 1.5 feet above the highest finished grade if crawl space is used, or 0.67 feet above for slab foundation.
9. Dimensions, location, description, and elevation of drainage structures, both existing and proposed (OPTIONAL). If using a drainage swale in lieu of pipe, it shall not impede the flow of water through the ditch and must be graded to follow the ditch side slopes and flow line. If using pipe must have headwall (excluding entrance pipes).
 - A. Entrances pipes, when needed, shall be minimum of 24 foot – 15 inch pipe with 6 inch minimum cover.
10. Silt check and silt fence description and locations. Notations for silt control must be on plan and state, "all silt to be controlled from leaving lot". Specific control of erosion and protection of drainage structures is required. Debris shall not be scattered on streets.
11. Street obstructions to vision cleared (corner lots);
12. Bench Mark;
13. Drainage Flow arrows and spot grading elevations (OPTIONAL);
14. Note stating, "6 inch fall in 10 foot minimum from building" ;
15. Summary of percent lot coverage for buildings, paving, etc.

Site and General Information

1. Lot dimensions and bearings;
2. Street names and R/W width;
3. Building set back lines;
4. Easements (size, location, type) ;
5. Location and size of Public Utilities;
6. Frontage on an improved street accepted for maintenance by the City of Bowling Green;
7. Lot acreage or square footage;
8. Accurate vicinity map at an appropriate scale;
9. North Arrow and scale;
10. Certification by licensed surveyor or engineer regarding flood hazard;
11. Title Block containing:
 - A. Name, address, and phone number of Builder;
 - B. Name, address, and phone number of person or firm preparing plot plan;
 - C. Subdivision name, lot number, block, section, Plat Book and Page Number, etc. If not a subdivision of record, supply deed book and page number.
 - D. Street address of site. Include house number obtained by owner from Planning Commission or insert a "blank" in front of the street name. House number will be assigned and inserted on the Title Block.
12. PVA map code.

The plot plan for secondary structures and other additions **under** 750 square feet shall contain the following information:

1. Title Block containing:
 - A. Name, address, and phone number of Owner;
 - B. Name, address, and phone number of Builder;
 - C. Address of lot.
2. Approximate dimensions of lot (if pre-certification is requested must have principal structure plot plan or copy of deed) ;
3. All recorded easements (size, location, and type) ;
4. Size and location of all existing and proposed structure with building setback lines;
5. Distance of all structures from side and rear yards from actual measurements;
6. Height of structure if over one story;
7. Owner or Builder's statement that site is not within a known flood hazard. The Planning Commission, City of Bowling Green, and/or Warren County will accept no liability for same and reserve the right to ask owner or builder to provide engineer or surveyor for any necessary information, including flood hazards.
8. Location of field located house service connections for utilities (gas, water, sewer, electric, telephone, cable TV)