



**TOWN OF BELMONT
OFFICE OF PLANNING & BUILDING**

Homer Municipal Building, 19 Moore Street
Belmont, Massachusetts 02478-0900
Telephone: (617) 993-2650

REGULATIONS FOR PLOT PLANS FOR BUILDING PERMITS

Every application for the erection of a new building, structure, deck, shed, accessory building, or addition to an existing building, free standing sign, new driveway or expansion of existing driveway must be accompanied by a plot plan drawn by and containing the seal of a Massachusetts Registered Land Surveyor and dated within six (6) months of filing for a permit.

The plot plan shall be drawn in ink to a scale of 1"=20' or any other scale approved by the Director of Planning & Building, on **vellum or mylar 8½"x14" (legal size paper)** and submitted with two black line copies.

The plot plan shall show: the dimensions of the building or addition, the location of the building on the lot as well as all existing buildings, if any, and the offsets of the building or addition to all lot lines, street lines and other buildings on the lot, **lot coverage and open space percentages**, all lot dimensions, lot number, house number, area of lot, easements on the lot, if any, and street name. The title block shall be located in the lower right corner of the plan and must be completely filled in. A separate title block showing: Required, Existing and Proposed: lot coverage, open space, frontage, lot area, front, rear, side setbacks, height and stories are required. **All applicable calculations showing how proposed design meets Belmont Zoning Requirements (can be provided on separate sheet- stamped by surveyor).**

The plot plan shall indicate the flood boundary zone(s) that the lot is in. The plot plan shall also indicate and identify if the lot is within the wetlands or wetland buffer zone. The plan shall show topographic elevations and/or point elevations, the sill elevation of the structure and the elevation of the basement floor. Plot Plan shall show section of structure with average (weighted) existing grade (with calculations), building height, proposed average grade and contours if applicable, and top of cellar ceiling elevation if ½ story calculations are required (See Basement-Cellar definition in Belmont Zoning By-Laws).

All lot line offsets shall be taken from the closest part of the building or addition, except for allowed projections as covered in Section 4.3.2 – 4.3.3 and 4.3.6 of the Zoning Bylaws. These allowed projections must be shown on the plot plan with their dimensions.

If an addition to an existing building: Show all lot offsets to addition and other buildings, if any. Label all existing buildings as "**Existing**" and all additions as "**Proposed Addition**" with addition shown in **red ink**.

The Plot Plan, including plot plans for new driveway construction or modifications to existing driveways, shall show the location of all public shade trees along the entire frontage of the subject property. If there are no shade trees along the frontage of the property, the Registered Land Surveyor shall be required to state on the certified plot plan the following, "**No public shade trees are located within the limits of the property frontage of the subject property.**"

Sample Title Block

Owner _____
Loc. House No. _____
Lot No. _____
App. No. _____
Date _____
Scale _____