



TOWN HALL
4 Boltwood Avenue
Amherst, MA 01002-2351

INSPECTION SERVICES DEPARTMENT
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Plot Plan Checklist

Every application for the erection of a structure including, but not limited to, free standing signs, new buildings or additions, decks, retaining walls must be accompanied by a plot plan prepared by and containing the original seal with signature of a Massachusetts Registered Land Surveyor, and dated within 6 months of filing for a permit. The plot plan shall be drawn in black ink to scale of 1"= 20'. Each plot plan shall have the following information:

- Title Block
- Building Envelope
- Flood-prone Conservancy District
- Property & Owner
- Area of lot sq. ft.
- 100 Year Flood Zone
- House #/Street
- Lot Dimensions
- Wetlands & Buffers
- Map/Lot
- Lot Width
- Easements, if any
- Date
- Zoning District(s)
- Exist/Proposed Driveway
- North Arrow
- Abutting Property/Street
- Overlay District(s)
- Location of Utilities
- Dimension of all existing and proposed structures

Distances from all structures to lot lines. All lot line setbacks shall be taken from foundation of the structure. In addition, offsets to the closest point of any structure, including but not limited to eaves, overhangs, cantilevers, bay windows, stairs and landings or chimneys, shall also be clearly shown.

- Septic System
- Label "existing" and "proposed" for structures
- Retaining walls
- Topography shall be shown on each plot plan at contour intervals no greater than 2 ft.
- Locations of site features relevant to petition, such as stone walls, stands of trees, ledge.

Any variation to the requirements described above shall be approved by the Building Commissioner prior to filing a permit application.