

Address Plat Format Guidelines

Last Revised: 12/11/2015

Section One: Format of the Document

1. A 24" x 36" document size, as a Pdf digital file AND a AutoCAD digital file provided on a CD along with any other submittal documents and paper copy(s) folded to approximately 8.5" x 11" size and
2. Drawn to an accurate engineering scale and shall not be greater than 1" to 100'
3. Titled "Address Plat _____"
(subdivision and lot) at the top center of first page and in the Title Bar
4. A label (in a large font) stating "Address: _____" should be added under each lot number. If the lot is for a stormwater facility, the label should state "Address: Vacant/Stormwater Facility".
5. Title Bar or Block on the right hand side or at the bottom of each page
6. Street Detail Box located at lower right-hand corner of first page.
7. Street Name Approval Signature Block located at the lower right-hand corner of first page
8. Scale, located on the first page
9. North Arrow, located on each page

Section Two: Data Requirements

1. Title Bar or Block, should be copied and pasted onto your plan from the 1-0 Development Tables and Calculators excel worksheet and contain the following information:
 - a. Plan Drafter Company name and address
 - b. Owner's name and address
 - c. Petitioner's name and address
 - d. Original and revision dates of the Document
2. Street Detail Box should be copied and pasted onto your plan from the 1-0 Development Tables and Calculators excel worksheet.
3. Street Name Approval Signature Block should be copied and pasted onto your plan from the 1-0 Development Tables and Calculators excel worksheet.

Section Three: Depicted on the Document

1. Lot lines and Building Pads should be delineated
2. Arrows should be used to indicate the location of the front door of the building
3. Existing and proposed streets (public and private), with existing street names and proposed streets with a letter indication (i.e. "Street A", "Street B" etc.)
4. Adjacent building locations with addresses indicated
5. Large Black Arrow for each building indicating the direction the building is proposed to be "addressed" from.

Section Four: Signature Certificates, Statements and Easement Provisions

[Click Here](#) for examples of these blocks

1. No signature certificates, statements and easement provisions are required on this Document.

Section Five: Most Common Mistakes

1. The following items should NOT appear on the Document:
 - a. Remove all site plan improvements from the plan with the exception of building pads.