

BERNALILLO COUNTY

Planning & Development Services
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ZONING SECTION

HOW TO PREPARE A SITE PLAN

STEP 2:

Determine location of all structures, setback and separation distances.

You will need to measure the size of the buildings and structures on your property, including all houses, mobile homes, garages, sheds, porches, carports, and decks. You will also need to determine the distances between the structures, as well as the distances between the structures and your property lines. In order to measure these distances, you will need to accurately locate your property lines on the ground.

After all of the structures and distances are measured, the information can be transferred to the final scaled drawing.

STEP 3:

Draw the plan.

First, plans should be drawn on a single piece of paper large enough to show the entire property, but should not be drawn on anything smaller than 8½" by 11".

Next, determine the scale of the drawing that will be used. "Scale" is a word used to denote how many inches on the plan will be equal to a given length on the actual property. For example, if the plan is drawn to a 1" = 20' scale, one inch on the plan equals 20 feet on the property. Using this scale, a 100' x 150' lot will be drawn as a 5" x 7½" rectangle on the plan.

Be sure to select a scale that will allow you to draw the site plan so that the information is not crowded together, but is large enough to easily be read by someone who is not familiar with your property. For most requests, you may be able to use a standard ruler to prepare your plan. One inch on your site plan would therefore equal 2, 4, 8, or 16 feet on your property. It may also be useful to use a tool called an "architect's scale" or "engineer's scale".

The final task is to draw the plan. Begin by drawing the property lines. Be sure to include all of the existing buildings and structures, as well as any proposed or future buildings or structures. Finally, add the measurement dimensions and any clarification notes or additional details.

A site plan, also called a plot plan, is a drawing that shows a bird's-eye-view of your property.

1. The drawing includes the exact size and shape of your property, all existing buildings and structures placed on the property, and any proposed construction or additions.
2. The plan must be legible.
3. Drawn to scale.
4. Enough detail to clearly outline the scope of your proposal.

STEP 1:

Determine your property boundaries.

There are several ways to determine where your property lines are located. Please be aware that the edge of the sidewalk, street, alley, irrigation ditch, fence, etc., MAY NOT be the location of your property line.

Method #1:

Refer to the surveyor's map that often accompanies your real estate deed or the title to your property. This document shows the dimensions and configuration of your property, its relationship to abutting streets and sidewalks, the location of any easements, and other similar restrictions on the site.

Method #2:

If available, obtain a copy of the recorded plat of your property from the Bernalillo County Clerk's Office. The information you obtain will show you the shape and dimensions of your property. The Clerk's Office is located on the 6th floor of the Albuquerque/Bernalillo County Government Building, One Civic Plaza NW (SE corner of 5th & Marquette).

STEP 4:

Check the drawings and make copies.

Double-checking the site plan and measurement to reduce the likelihood your request being deferred.

Check if:

- You have included all of the measurements and dimensions?
- Is your plan neat and accurate?
- Are all of the buildings and structures on your property shown on the drawing, including any proposed buildings or structures?

You will need to provide a copy of your site plan when you submit your information to the County. It is recommended that you keep your original drawing so that you have a record of what you have submitted.

Questions?

Do not hesitate to contact Bernalillo County if you have questions concerning this information. You may contact our department at 314-0350, or visit us in person at 111 Union Square SE, Suite 100.

***(Applicants are responsible for supplying all necessary materials, as Bernalillo County staff members are not available to prepare drawings for your request.)**