

MONTGOMERY TRACE PROPERTY OWNER'S ASSOCIATION

REQUIREMENTS

FOR

PLOT PLAN

The Plot Plan is perhaps the most important element of all projects. The Plot Plan is the very first item that gets checked by the ACC for neatness, legibility and accuracy of scale. Therefore, every project submitted for ACC approval must include two (2) copies of a complete and accurate Plot Plan which meets the following requirements.

A. Drawing Specifications

1. Paper Size

- a. Depending on the size of an owner's lot, or lots, Plot Plans submitted for ACC review must be prepared on one of the following listed paper sizes.
 - 1) 11" x 17" - This is a standard paper size, also referred to as "B" or "ANSI B".
 - 2) 17" x 22" - This is a standard paper size, also referred to as "C" or "ANSI C".
 - 3) 22" x 34" - This is a standard paper size, also referred to as "D" or "ANSI D".
- b. Plot Plans submitted on Letter size (8-1/2" x 11") or Legal size (11" x 14") paper will not be considered by the ACC.

2. Scale

- a. Plot Plans submitted for ACC approval must be fully scalable. Plot Plan drawings will be checked manually as the first step in the ACC approval process. Faxing and some other photocopying processes sometime result in copies that cannot be manually scaled, and such non-scalable plans should not be submitted for approval.
- b. The standard, acceptable scale for Plot Plans is 1" = 30'. The use of 1/32" = 1' and/or 1/16" = 1' is prohibited.
- c. The use of 1" = 10' or 1" = 20' may be acceptable in some cases, but one of the three standard paper sizes still must be used. Use of these scales must be pre-approved by an ACC Liaison BEFORE preparing the drawing.
- d. A scale of 1" = 40' may be used on a Plot Plan for a lot when one property line exceeds eight hundred feet (800'). The same applies when multiple lots are involved and a combined property line on the drawing exceeds eight hundred feet (800'). One of the three standard paper sizes still must be used.
- e. "Scalers" which may have been placed on the original of a drawing will not be used by the ACC to interpret a copy of the drawing.

B. Drawing Quality

1. Original machine plots, hand tracings, or blue line drawings are acceptable.
2. Plot Plans must be neat, legible, accurate, fully scalable and must agree in all respects with the recorded plat.
3. A drawing may be rejected if the ACC determines that it contains any of the following items.

- a. Erroneous or illegible lines, including object lines, property lines, set back lines, and easement lines; dimensions; notes; or any other important data shown on the recorded plat.
 - b. Object lines, property/easement lines or dimensions which cannot be scaled manually because of line shortening or lengthening due to faxing, or copying process.
 - c. Property lines must be drawn as one continuous line and may not be shown as “broken” lines in order to save space on the paper.
4. Water colors and pastels are not appropriate for Plot Plans and will not be accepted.
 5. Plot plan drawings which have been created by “enlarging” the recorded plat are not acceptable.
 6. Plot Plans and all other drawings should be drawn so that they can be interpreted and understood by the ACC without verbal explanation by the designer, builder, owner or any other person. Drawings which require anything more than minimum verbal explanation may be rejected by the ACC.

C. Required Contents of Plot Plans

Plot Plans submitted for ACC approval should closely resemble the “Typical Plot Plan” shown on Page 4. If an Outbuilding and/or Fencing/Gates were not being proposed, these items would simply not be shown on the Plot Plan. Please note that this “typical” lot has been drawn at 1” = 30’ and happens to fit nicely on 11” x 17” (“B” size) paper. Larger and/or multiple lots would have to be drawn on one of the larger paper sizes.

1. All information pertaining to dimensions, bearings, setback lines, easements, and other notes must appear on the Plot Plan exactly as they appear on the recorded plat.
2. All property lines must be drawn to full length and may not be shown as “broken” or “interrupted” lines to save space.
3. A scalable outline (footprint) of all improvements, both existing and proposed, must be shown. The footprint of the Residence shown on the Plot Plan must conform in size and shape to the First Floor Plan drawing.
4. Each improvement must be accurately located on the Plot Plan with at least two (2) dimensions.
5. Improvement projects should be highlighted or otherwise clearly noted when they are added to a copy of a Plot Plan previously approved by the ACC. This is the preferred method when submitting smaller projects such as fencing, outbuildings, pools, ponds, water wells, etc.
6. A residence, garage or outbuilding, including the overhang of eaves, must be located so as not to encroach any building set back line or easement which is shown on the recorded plat or which is created by the Covenants.
7. Improvements of any and all types, including fences, must be located so as not to encroach any Commons easement or drainage easement which is shown on the recorded plat or which is created by the Covenants.
8. Bridges are permitted over and across drainage easements, provided that all bridge abutments and/or other bridge supporting structures which are positioned on the ground are located so as not to encroach the drainage easement.

D. Get Help Before Submitting Plans

1. Once plans are turned in to the property management company, only minor additions are permitted during the ACC meeting. Accordingly the plans should be reviewed for completeness by an ACC liaison BEFORE they are submitted.
- B. Owners should contact the Association’s property management company to obtain the name and telephone number of the ACC Liaison assigned to owner’s section of Montgomery Trace.
- C. The ACC Liaison will be happy to schedule a meeting to pre-review the submittal package for completeness so that errors and omissions can be corrected before the plans are submitted.

These **Requirements for Plot Plan** are hereby approved and adopted by the Montgomery Trace Property Owners Association's Board of Directors on the date indicated below.

APPROVED: _____
Glenn Buckley

DATE: _____
Sept. 20, 2007