

Purpose of form:

The PD-1 form allows the Department to collect plot diagram information in a uniform way for all applications. This form must be completed by a licensed professional (P.E. or R.A.) when a plot diagram is required to be submitted with an application. When a plot diagram is required, it is must be completed and submitted at time of Pre-Filing.

1 Location Information

- Location refers to the place where the proposed work will be taking place. To populate this section it is important that you note the property that is listed exactly as it appears in our Building Information System Online Database, BISWeb if the address exists at time of PD-1 completion.

2 Plot Diagram of Zoning Lot

- Plot Diagram must show the correct street lines from the City Plan; the plot to be built upon in relation to the street lines and the portion of the lot to be occupied by the building; the legal grades and the existing grades, properly identified, of streets at nearest point from the proposed buildings in each direction; the House Numbers and the Block and Lot Numbers. Indicate dimensions of total tax lots.

3 Description of Land and Premises

- Provide a written description of metes and bounds within Description of Land and Premises, as obtained from the Tax Department

4 Applicant's Statement and Signatures

- The applicant's signature and seal are required for all applications