



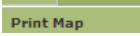




How to create a Plot Plan

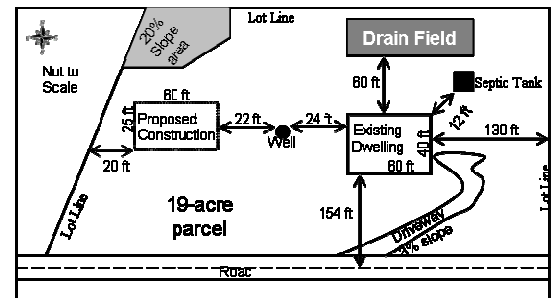
A Pierce County (Wisconsin) Land Use Permit application requires a plot plan. A plot plan is a drawing that shows the entire construction site and all structures, existing and proposed. To assist creating a plot plan, follow these directions:


1. Find your property by going to Pierce County Home Page <http://www.co.pierce.wi.us/>.
2. From the horizontal list on top of the webpage, click on 'Tax & Land Information.'
3. In the middle of this webpage, click on 'Property Data Search.'
4. Type in the computer number, parcel address, or parcel owner, and then press 'Go.'
 - a. If you are taken to the Real Estate Tax Summary. Scroll down to the bottom of the page and click on 'Go to Map.'
 - b. If you are taken to a list of properties, find the correct address and click on the Map Icon. 
5. The computer will automatically go to the selected property. WebFusion is a program that will help generate your plot plan. A basic report caption shows up on the right side of the screen. To continue making the map, close out that caption by clicking on the upper right corner. 
6. On the left side of the screen is a tab labeled 'Map Layers Tab.' Click on the tab and a list of information will show up that you can add your map. Click inside the box to the left of Streams and Aerial Photograph. A check mark will appear inside the box and the information will show up on your map. Hide the tab by clicking on words 'Map Layers Tab' to the left of the screen.
7. Enlarge the parcel by clicking the "Zoom In" Magnifying Glass  tool at the top of the screen. After clicking this tool, use your mouse to left click and drag a boxed area over the selected parcel. Your computer will zoom into the area. If you zoomed in too far, click on the "Zoom Out" Magnifying Glass  tool, repeat the same process, and your computer will zoom out of that area.

8. Now print the map. At the top of the page, click on 'Print' and then 'Print Map.'  A print map caption will show up on the right of the screen. Give your map a title (i.e. John & Jane Doe, N111 – 410th Street). Click on 'Generate Map.' The computer should automatically show you a .PDF document. There are three ways to print the document: a. Go to File, Print, and select your printer. b. Choose the  printer icon to the left of the screen and then select your printer, or c. Choose the  printer icon to the upper right of the screen and then select your printer.

9. The figure to the right is an example of information to draw on to the plot plan. On your printed map, please indicate the following:

- Location & size of proposed construction
- Lot dimensions and lot size
- Locate & label road and any easements
- All existing structures.
- Slopes greater than 20%
- Driveway slope (must be 12% or less)
- Waterways and Floodplains (staff in the office will help with this)
- Distances from construction to roads, well, septic tank, drain field, lot lines, and waterways. This can be measured from your computer screen. First, close out the map you created. Go to the top and middle of your screen and



select the measuring  tool.

* **Note:** If you need assistance with task #9, bring your map to the Land Management Department and ask staff for assistance. If you need assistance using WebFusion, please feel free to call our office at the phone numbers above.

10. Please attach an approved State, County, or Town Driveway Permit if this requires new access to the parcel.
11. Sign your name as owner or agent to the bottom of the WebFusion Plot Plan. Put the date next to your signature.
12. Bring this map to the Land Management Department to obtain a Land Use Permit.