How to create a Plot Plan/Map

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/](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. 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 top of the screen there is a tab labeled ‘Legend.’ Click on the tab and a list of information will show up to the left of the screen that you can add to your map. Hide the tab by clicking on the upper right corner.
7. Enlarge the parcel by clicking the “Zoom In” 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 the tab labeled ‘Print Map.’ A print map caption will show up on the right of the screen. Give your map a title and author (i.e. John & Jane Doe, N111 – 410th Street). Click on ‘Print Map.’ The computer should automatically show you a .PDF document.
   a. If using Google Chrome click on the menu in the upper right hand corner of the screen, then click “Print”.
   b. If using Internet Explorer click on the menu in the upper right hand corner of the screen, then click “Print”. If you click print but nothing happens, you may have to disable a pop up blocker.
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. Go to the top and middle of your screen and select the measuring tool.

*Note: If you need assistance with task #9 or any part of creating your plot plan/map, please call our office or bring your map to the Land Management Department and ask staff for assistance.

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 map.
12. Bring this map to the Land Management Department.