

You can create your own plot plan using the iMAPS feature courtesy of Wake County. Use the steps and screenshots in this brochure to help you create your plan.

1. To begin, open the site at:

<https://maps.raleighnc.gov/imaps/>

2. Enter your address, but **do not** include street types such as St, Dr, Ave, Trl, and click on your address when it appears in the drop-down menu.
3. On the righthand vertical menu bar, click on the bottom icon to open the **Basemaps**. Click on the most recent year.
4. Now click on the Layers Button, located above the Basemaps icon, and turn on the Pin Label & Dimension Label layers.
5. Click on the Print icon at the upper left. The print settings should be as follows:
  - Title: Plot Plan (or name as desired)
  - Size: 8.5 x 11
  - File format: PDF
  - Scale: Click on Custom Scale, then in the drop down, select 1" = 50'
  - Check the "Include Attributes" box if not already selected
6. Click Export, and once loaded, click on the file to open and save. Print from the downloaded file.
7. Draw in accessory structure(s) and add dimensions (*hand drawn and written format is acceptable, but must be legible*) from property line to structure (see example plot plan on reverse).

You can use the measurement tool on iMAPS to determine dimensions from accessory structure to the property line. Look for this icon in the upper left:



# Creating a Plot Plan with Wake County's iMAPS



## Town of Apex Building Inspections & Permitting

PO Box 250  
322 N. Mason Street  
Apex, NC 27502

Phone: 919-249-3418

Fax: 919-249-3407



**Note:** If structures are close to existing easements or setbacks, an official survey may still be required.

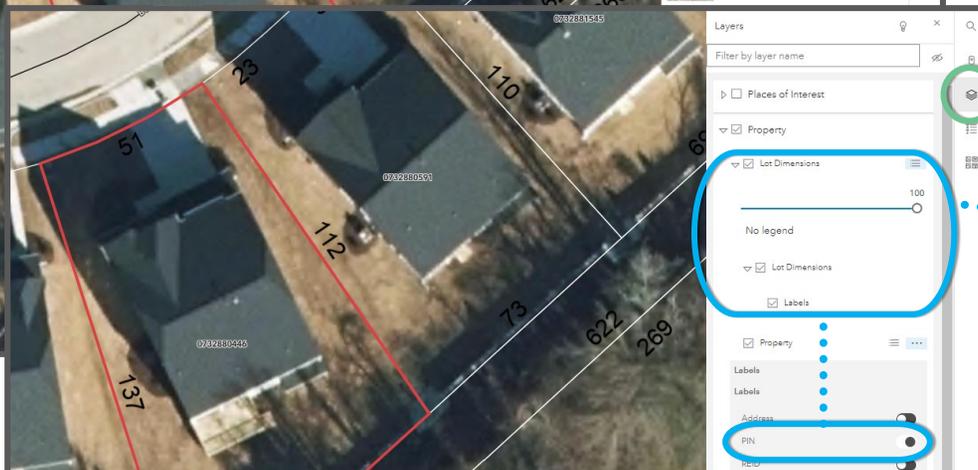
Below are some key steps in further detail to aid in the use of this tool:



### Step 3

Click the bottom icon to open the **Basemaps**.

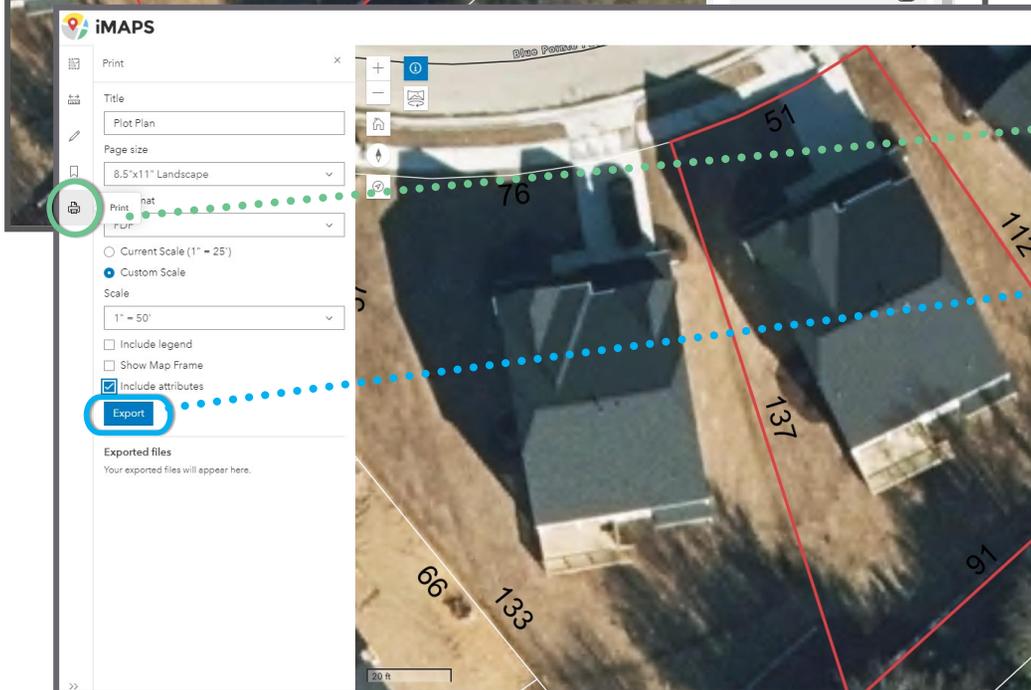
Click on the most recent year.



### Step 4

Click on the layers icon.

Turn on the PIN label and Lot Dimension labels.



### Step 5

Click on the Print icon on the left menu bar.

After changing the settings, click Export to create your file and click on the file name to download it.

It is acceptable to simply print your file and hand-draw/write-in your accessory structure(s).

Be sure to add dimensions from the property line to the structure as in this example:

## Sample Plot Plan



That's it! A simple and effective way to create a plot plan, courtesy of Wake County iMAPS.