

COUNCILS AND DEVELOPMENT APPLICATIONS: QUICK REFERENCE

For owners, designers and certifiers preparing or checking a development application. 5 lessons, 18 min. Full steps and pictures:

getplotlay.com/learn/councils/

#	LESSON	HOW
1	PIN A PLAN OR DRAWING TO THE MAP 5 min	Add overlay > Drawing or image file > Pin to map... : click a corner on the drawing, then the map; three pins far apart > Apply .
2	RECORD THE SITE AND ITS BOUNDARY 3 min	Site > Site details : address, Zone , Overlays , street edge, title facts. Leave unknown figures empty so they show as UNKNOWN.
3	DIMENSION THE SETBACKS 2 min	Site > Setbacks measures square from the outside walls to each boundary edge. Can't see them? Labels > Dimensions and notes .
4	RUN THE COMPLIANCE CHECK 4 min	Site > Compliance : read the note and Codes used ; every UNKNOWN needs a fact or a decision > Make the summary PDF .
5	MAKE THE PLANS TO LODGE 4 min	Site details first > Make a document > Plans to lodge > Change > Title block... > Make the drawing set . Add a revision each issue.

Words: **Overlay:** A drawing, plan or picture laid over the map or plan, such as a site plan PDF or a DXF. Pin it to line it up with the aerial. **Pin (control point):** A pair of matching points, one on a drawing and one on the map, that places the drawing. Two pins place it; a third shows how well it fits. **Title block:** The box on every sheet with the project, address, client, job number, drawn and checked by, and the revision. Filled in once per project. **PASS, WARN, FAIL and UNKNOWN:** The results of a check. UNKNOWN is not a pass: Plotlay is missing a measurement or a fact to tell, and the note says which. **Layer:** A group of things in a project, listed in the Layers tab. A hidden layer is left out of the plan, 3D and documents until you show it again. **Design code:** A set of planning or building rules for a place, such as a state's planning code, built into Plotlay as a pack of checks. Choose the codes that apply to each project.

Plotlay · app.plotlay.io · Search any tool with Ctrl+K (Cmd+K on a Mac). Checked in the app on 14 October 2026.