

CHECKLIST FOR REQUIRED INFORMATION

Please check off all documentation included with this application. (All bulleted section items must be included as well)

[] PLOT PLAN – Required with **all** construction and landscaping additions/modifications.

- Plan shall show all dimensions of the property, home building setback lines (front, sides, and rear), and any previous house modifications, including the location and dimensions of the proposed new work.

Note: The plot plan was provided by the Developer at closing.

DWELLING UNIT MODIFICATION

[] CONSTRUCTION -

- Site improvements such as room additions, screen enclosures, arbors, trellises, pergolas, garden structures, waterscapes, outdoor kitchens, or any other features.
- **Scale drawings: 1/4" = 12"** (minimum scale) **are required.**
- Provide the following drawings: **FRONT, SIDE, AND PLAN VIEWS and ROOF PLAN** of the new section. Existing walls, windows, roof, and roof interface must be identified in drawings.
- Indicate all dimensions (length, width, height) on all drawings of new and existing conditions.
- Label locations and types of building materials.
- Provide a GRADING PLAN if the proposed work requires changes to existing grades or drainage areas.
- Indicate utility relocation if applicable.

[] SUPPLEMENTAL INFORMATION -

- Photograph of the entire wall of the home where the proposed work will be added.
 - Brochure information or photographs showing similar types of work.
 - Samples of materials and color charts.
 - Any other pertinent information that will aid in evaluating the application.
 - Foundation Planting Plan for solid wall additions.
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LANDSCAPING WORK

[] LANDSCAPE PLAN - (New or Modified Work)

- Provide a plan indicating the location of new or replacement plants.
- Provide a plant list of materials to be used including plant names, quantity, and size.

[] NON-STRUCTURAL LANDSCAPE WORK -

- Provide dimensioned drawings for all proposed site improvements such as walks, driveway modifications, patios, or any other landscape feature. Material, color, and all dimensions of the item, including distance to property lines and setbacks.

[] SUPPLEMENTAL INFORMATION -

- Photograph of the area where work is to be performed.
 - Brochure information or Photograph showing a similar type of work.
 - Any other pertinent information that will aid in evaluating the application.
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OTHER HOME IMPROVEMENTS.

[] INFORMATION PACKAGE :

- Submit any additional product information, photographs, that best describe the proposed work.
- Landscape Accessories/Ornaments:
 - Mark each item on the plot plan
 - Photograph/Catalog picture of each item with dimensions

If all of the required information is not submitted with your application, the application will be viewed as incomplete and will not be submitted for committee review.