

SUBMISSION REQUIREMENTS

SINGLE AND TWO-FAMILY RESIDENTIAL BUILDINGS, NEW RESIDENCES, ADDITIONS AND/OR ALTERATIONS INCLUDING GARAGES, AUXILIARY STRUCTURES, AND DECKS

Submissions must be submitted electronically through our online application Portal

1. Site plan. The plan must show location of building footprint with the following items dimensioned:
 - A. Front, side, and rear yard setbacks.
 - B. Location of the proposed building in relation to street driveway and any adjacent structures.
2. A foundation plan, floor plans, and elevations.
3. A building cross section or any other detail drawings indicating all pertinent construction details.
4. Clear color photographs of the site and existing buildings thereon sufficient to show the existing character of the property, including the front elevation of the building.
5. Material samples of all exterior surface materials and color samples are required.

NOTE: NEW HOUSES - Must submit one (1) copies at full size.

ALL DRAWINGS MUST BE DRAWN TO A MEASURABLE SCALE

Commonly 1/4" = 1' (site plan 1" = 20')