

New In-Fill Home / Major Addition Plan Submittal Checklist

Y	N	
		1. Completed Building Permit Application
		2. Construction drawings – 2 sets
		3. Truss drawings – 2 sets
		4. TJI layouts when applicable – 2 sets
		5. Provide photos of any street deficiencies with permit application.
		6. Copy of the letter sent to the subdivision trustees. <ul style="list-style-type: none"> i. Applicant should write on the letter who from the HOA received the letter. If mailed, please write the date when mailed and what address it was sent to ii. If HOA is not available, please provide a letter stating this
		7. Copy of the letter mailed to property owners within 200’ of the proposed worksite
		8. Copy of construction schedule, showing significant milestones
		9. Site plan including:
		a. Site topography / elevations
		b. Existing structure top of first floor elevation
		c. Proposed structure top of first floor elevation. There is a 2’ maximum allowable height increase
		d. Existing finish grade and drainage swales
		e. Proposed finish grade and drainage swales. Grades may not exceed a 3:1 slope <ul style="list-style-type: none"> i. If retaining walls or other solutions must be installed to maintain a 3:1 slope, the retaining walls or other solutions must be indentified on the proposed site plan
		f. Existing imperviousness calculations
		g. Sidewalks, existing and/or proposed <ul style="list-style-type: none"> i. If existing, they should be kept open, usable and safe for pedestrian traffic
		h. Proposed imperviousness calculations. Specify how increases water runoff will be handled. <ul style="list-style-type: none"> i. Note that drain pipes (for retaining walls, gutters, or any other) must terminate at least 10’ away from any property line and/or street curb
		i. Garage configuration: <ul style="list-style-type: none"> i. May not exceed 50% of first floor square footage ii. May not exceed 55% of front structure width iii. Maximum of 2 garage doors on the same plane. Additional door planes must be broken by a minimum 1’ offset iv. 4 car maximum
		<u>The following items should be noted on the site plan, but not necessarily provided by the surveyor.</u>
		j. Erosion control: <ul style="list-style-type: none"> i. Specify what type ii. Where installed iii. How installed
		k. Construction fence location (must be at least 10’ from street pavement) <ul style="list-style-type: none"> i. Type of fence. ii. Fence height. iii. Gate locations and lengths. iv. Top rails are required. v. Note that fence must be locked at all times when the site is vacant.
		l. Trees to be removed.
		m. Trees to be preserved. Show a fencing / protection plan for these trees during construction.
		n. Loading zonings specified.