

New Building Application Review Checklist

For use by the Architectural Control Committee (ACC)

Intake Checklist – Initial Application Review

A. Basic Application Information

- Application form completed based on project type:
 - Primary residence, new construction: Form A & Form C
 - Exterior remodel or addition attached to existing home: Form B & Form C
 - Outbuilding, detached garage, shed, carport or similar: Form D & Form C
 - Campground shed: Form E
- Property address and lot number provided
- Property owner name(s) and contact information
- Required signatures included

B. Fees

- Fee amount appears correct (subject to verification)
 - Fee calculations based on application type, square footage and existing conditions (water, septic, utility)

C. Required Plans & Documents

- Plans are legible and to scale
- Building footprint dimensioned
- Site plan shown with setbacks
- Floor plans
- Exterior elevations
- Square footage summary provided
- Exterior finish package
- Variance request included (if applicable)
- Major site work noted (if applicable)