**Submittal Requirements:**

1. Completed Pre-Application with summary notes from the Planning Department (if applicable)
2. Complete Planning Permit application (including fees and applicable property records)
3. Signed Development Disclosure
4. Completed Submittal Requirement sheet

**Site Plan Requirements (please check that you have completed each of the following)**

- [ ] Setbacks on all sides of the property (must be marked from the closest structure to the property line)
- [ ] Property line must be clearly marked on all sides - if property corners cannot be determined a survey will be required.
- [ ] Location of all buildings and proposed building or addition
- [ ] Location of all mechanical equipment and proposed equipment (HVAC, propane tanks and enclosures - these cannot be located in the setback area)
- [ ] Fences, patios, sidewalks, (if being built along with the construction of a building)
- [ ] Decks, steps, porches (these cannot be located in the setback)
- [ ] All off-street parking
- [ ] Location of the front entrance and all exterior doorways
- [ ] Location & material of the driveway
- [ ] Direction of roof drainage
- [ ] Drywell, if required (must be engineered)
- [ ] Location of electric meter base (on the front or no farther than 5 feet down the side)
- [ ] Proposed water and sewer line location
- [ ] Water shut off valve must be located beside the water meter box; 6" sewer clean out must be at the property line
- [ ] Square footage of the lot, structures including garage (1st & 2nd floors noted separately), and percentage of impermeable surface impermeable surfaces written on the plot plan

**Design Feature Requirements (Please check your selections)**

*Homes in the R-1 and R-2 zones require a minimum of 6 (at least 3 on the face of the home)*

*Homes in the CD zones require a minimum of 8 (at least 4 on the face of the home)*

- [ ] Roof pitch at or greater than 3/12
- [ ] Covered porch - (minimum of 25 square feet)
- [ ] Tile or Architectural grade shingles (not composition shingle)
- [ ] Off set of the building face or roof (at least one foot, minimum of 2 feet in cd-1 & cd-2 zones)
- [ ] Eaves with a minimum projection of six (6) inches
- [ ] Horizontal lap siding, cedar shake or shingle on 100% of the exterior
- [ ] Recessed entry area (minimum depth of three feet)
- [ ] Garage (constructed with exterior finish materials matching the residence)
- [ ] Combination of cedar shake and shingle siding or lap siding with stone
- [ ] Bay windows
- [ ] Cupolas
- [ ] Hip roof
- [ ] Pillars or posts
- [ ] Mullioned windows
- [ ] Window shutters
- [ ] Clerestory windows
- [ ] Dormers
- [ ] Gables

**Additional Required Plans**

- [ ] Floor plan - Including garage (before and after drawings must be included for remodel/additions)
- [ ] Elevation of all structures - All sides must show direction, dimensions, height, design features and depth of eaves/gutters.
- [ ] Grade of property and/or grading plan - (if applicable)
- [ ] Foundation plan for all construction - (for a manufactured home the slab & runner system)
- [ ] DEQ septic system permit & plan drawings - (if applicable)
- [ ] Geotechnical report - (if applicable)
- [ ] Drainage plan with engineered drawings - (if applicable)
- [ ] Engineered foundation - (if applicable)

**YOUR APPLICATION WILL BE DEEMED INCOMPLETE IF YOUR SITE PLAN FAILS TO LIST ALL REQUIRED INFORMATION, INCLUDING DESIGN FEATURE REQUIREMENTS WHICH MUST ALSO BE SHOWN IN YOUR SUBMITTED ELEVATION PLANS.**