

Architectural Application Submittal Checklist

(Fee for Architectural Application must be received at the time of submission, if applicable)
(Copy of subdivision plat indicating area of subdivision in which lot is located)

1. Fences

- Architectural Application with detailed description of type of fence (i.e. Standard, Shadowbox, Overscalloped, Dog-eared, etc.)
- Copy of Plat showing location of fence with distance (ft) from corner of home (front/back) & property lines
- Picture or drawing
- Plans and Specifications or Materials List (if applicable)

2. Storage Buildings and Sheds

- Architectural Application providing detail, (materials, color, etc.)
- Copy of Plat (Survey) showing placement on property & distance from property lines
- Dimensions (height, width, etc.)
- Pictures or design drawings including roof detail
- Landscaping plan to be installed around building (if applicable)
- If elevated, underpinning or screening to be used

3. Above or In-Ground Pools

- Architectural Application
- Copy of Plat (Survey) showing pool and equipment (pump, etc.) location including distance (ft) from home/property line
- Design detail of pool including shape and decking
- Pictures (if applicable)
- General Material Specifications
- Landscaping and screening description and location for pool and equipment
- Application for fencing also required if fence is not pre-existing

4. Decks, Screened Patios, Porches and Sunrooms

- Architectural Application
- Copy of Plat (Survey) with dimensions and location
- Detailed picture or design drawing including roof detail
- Picture of home showing area where addition will be made
- Extensive Materials List
- Landscaping detail if applicable

5. Storm Doors and Entrance Doors

- Architectural Application with sketch or description indicating location of door
- Picture or design drawing with colors and type

6. Play Equipment

- Architectural Application with specific details of what play equipment is to be installed (i.e. trampoline, basketball goals, swing sets, etc.)
- Plat showing where play equipment will be located and distance (ft) from home and property lines
- Picture or design drawing including color(s)
- Dimensions

7. Landscaping

- Architectural Application
- Plat (showing placement of each item) including home and property lines
- Landscaping plans and specifications (if applicable)
- Detail (explicit) of plants indicating types and height (or gallons at time of install), expected height at full growth and plant botanical/common names)