

Enclosed Structure Application Checklist

Please read both sides of the attached application form and complete the specified portion on the front side. Your enclosed structure (room addition, screened porch, sunroom, etc.) application **MUST** contain the following items and information. Please check off each item as you address it in your application. **INCOMPLETE APPLICATIONS WILL BE RETURNED.**

1. Please indicate the following on a copy of your legal site plat. (The site plat should be located with your settlement documents.)

_____ location of structure drawn to scale
_____ exact dimensions of structure
_____ distances from closest points of structure to all side property lines
_____ distance from closest point of structure to rear property line

2. Please indicate the following on (a) separate drawing(s).

_____ floor plan of structure (top view)
_____ **all** dimensions
_____ front and side elevations of structure, showing it against a full view of the house
_____ height off ground
_____ roof pitch (minimum is 3/12)
_____ dimensions, placement, and color of skylights
_____ dimensions and style of windows (Note that the style of new windows shall match the style of existing windows.)
_____ dimensions style and color of doors (Note that the style of new doors shall match the style of existing doors.)
_____ dimensions of screens
_____ indicate what kind of construction materials (siding, shingles, trim, etc.) will be visible and where (Note that the composition and color of all materials shall match exactly those on the existing structure.)

Please see the Community Guidelines Handbook sections on DOORS, GUTTERS and DOWNSPOUTS, ROOM ADDITIONS/HOUSE EXPANSION, SCREENED PORCHES, SKYLIGHTS, and WINDOWS for more information.