

PLANNING DEPARTMENT

RESIDENTIAL SUBMITTAL REQUIREMENTS

General Requirements

- Topographic survey shall be submitted for all new structures and any addition that approaches the maximum allowable building height. For additions, the requirement of a topographic survey shall be at the discretion of the plan checker.
- All architectural sheets must be to scale. Scale and north arrow must be labeled on every page.
- If the project is within 10% of the maximum allowable square footage, a tissue overlay showing area dimensions and calculations must be submitted to verify proposed square footage.

Project Data

The following information must be included in the project data:

- Legal description of the property.
- Existing number of units. Increase or decrease in units, if applicable.
- Existing square footage, new square footage and total proposed square footage.
- Required front, side and rear setbacks.
- Buildable area of the site and calculations of how derived.
- Maximum allowable square footage.
- Open space required and open space provided (when applicable).
- Lot coverage when applicable (lot coverage = all area under roof including balconies and eaves).

Site Plan

- All property lines must be labeled and dimensioned.
- Required building setbacks must be shown.
- Site plan shall be drawn in a commonly used scale (1/8 or 1/4 inch architect, 10 scale engineer).
- All easements shall be plotted.

Floor Plans

- Property lines must be plotted on all floor plans with setbacks called out.
- Complete floor plans must be shown, fully dimensioned, with all room uses labeled including garage and any required parking spaces.
- All projections into required setbacks must be identified and their distance to property lines shall be labeled.
- Any construction permitted by a Modification Permit must be identified (labeled and clouded) and Modification Permit Approval Letter incorporated into the drawings.

Elevations

- Elevation of ridges, midpoints and flat elements (deck finished floor heights, deck rail heights etc) must be labeled.
- Worst case natural grade point below each ridge, midpoint and flat element must be labeled. Worst case grade points must be supported by the topographic survey. Plan Checker may require that the topographic information and roof plan be shown on one plan sheet.
- If "imaginary" roof projections are being used, the projection must be shown and the midpoint elevation must be labeled.

Roof Plan

- A roof plan shall be submitted with all roof pitches labeled, worst case ridge elevations/topographic elevation, worst case midpoint elevations/topographic elevation.
- Property lines must be plotted on the roof plan.