

Required Attachments
Applicant checklist

Site Plan:

- The site plan shall be submitted either electronically, or on paper.
- The site plan shall be scaled to 11 x 17 sized paper or PDF and shall be clearly legible and capable of magnification (i.e. zoom-in on electronic version) if necessary. A reduction from construction sized drawings shall not be considered scaled.
- For an addition or accessory structure, the site plan shall show all property lines, and denote the old vs new construction.
- The site plan should show all measurements for both property dimensions, and structures.
- For fences, the site plan shall note the exact location and height of the proposed fence.
- Site plan shall be dated.

Elevations(when required):

- Elevations shall be submitted either electronically, or on paper
- The elevations shall be scaled to 11 x 17 sized paper or PDF and shall be clearly legible and capable of magnification (i.e. zoom-in on electronic version) if necessary. A reduction from construction sized drawings shall not be considered scaled.
- The elevations shall identify all measurements, including overall height of the structure, the distance from the ground to the proposed floor elevation, widths of porches or other elements and the overall dimensions of the existing or proposed structure.
- Elevations shall be dated.

Product information(when required):

- The product information shall include detailed depictions of examples from manufacturer or other source
- For window products, the product information shall include installation details and shall depict the actual window light pattern (one over one, two over two).
- The product information shall specify the actual product and design to be used, not a general design or concept.

Existing Structure Photographs (when required):

- Shall include photographs of all sides of the structure which clearly demonstrate the reason for the request
- For windows, the photographs shall indicate all general elevations, Identify all windows on the structure, the location of each numbered window as it corresponds to the window survey and shall be in sufficient detail to demonstrate the deterioration or other reason or the repair or replacement (not just external photographs).
- For alterations, the photographs shall sufficiently identify the affected area.



Location Photos(when required):

- Shall provide photographs of all adjacent and surrounding structures or property within the block or adjacent blocks, as needed, and shall be labeled with the address and context related to the application (example: “shows a two story structure”)
- For additions, shall provide detailed photos of the location of the addition on the property.
- For driveways, shall provide photographs of existing curbs and curb cuts.



Window Survey(for full window replacement):

- Shall have a detailed description of each window and shall numerically correspond to the keyed window photographs.
- Shall explain the deterioration on each window individually.



Any other documentation requested by staff, necessary to make a recommendation.