

APPENDIX D

APPLICATION CHECKLIST

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APPLICATION CHECKLIST

GENERAL

Identify:

- Property and ownership with contact information.
- Estimated start and completion dates

Include:

- Signatures of adjacent homeowners (all neighbors that border property).
- Applicant signature and initials, where required.

EXTERIOR CHANGES:

ARBOR – See Trellis/Arbor

AWNINGS (Awnings and trellises consistent with house design and compatible with architectural character)

Identify:

- Style
- Color (Awnings solid colors only, frames to match trim, siding or dominant color of house)
- Materials
- Location (not adversely affecting views, light, or natural ventilation of adjacent properties)
- Dimensions

Include:

- Picture and/or detailed drawing
- Site plan showing relation to house, property line and adjacent neighbors

CHIMNEYS (Masonry or enclosed)

Identify:

- Material – (If brick on used and house already has brick, brick color must match. If enclosed same materials and same color as house siding.)
- Dimensions
- Color of chimney cap paint (to match roof).

Include:

- Picture and/or detailed drawing
- Site Plat with location as related to house, property line and adjacent neighbors

COMPOST PILES (discouraged but allowed if properly maintained so it is not offensive to neighbors)

Identify:

- Material (acceptable wooden outside frame with wire or block interior)
- Compliance with 6” layer of straw on top at all times.
- Dimensions (not greater than 4’ high and 6’ x 6’ in outside dimension)
- Location (at least 10’ from lot lines and in rear of house)

Include:

- Screen-planting plan
- Site plan with location and size as it relates to house, property line and neighbors.
- Photo or detailed drawing of structure

DECKS/PATIOS

❑ Patios

Identify:

- ❑ Dimensions
- ❑ Materials
- ❑ Color
- ❑ Grading or drainage changes

Include:

- ❑ Site plat showing location and size as it relates to house, property lines and adjacent houses.

❑ Ground Level Deck (24 inches or less) –

Identify:

- ❑ Dimensions
- ❑ Color
- ❑ Materials
- ❑ Grading or drainage changes

Include:

- ❑ Site plat showing location and size as it relates to house, property lines and adjacent houses.

❑ Elevated–

Identify:

- ❑ Dimensions
(ARB strongly recommends using 6”by 6” vertical deck supports w/decks more than 4’ above ground)
 - # Overall Dimensions (width, depth, height)
 - # deck railings
 - # stairs
 - # Other components (if applicable)
- ❑ Materials (specify for each)
 - # Deck base
 - # Railing
 - # Balusters
 - # Trim
 - # Trellis/wall (if used)
 - # Other components (if applicable)
- ❑ Colors (specify for each)
(Recommend wood to weather naturally. Stains or paints of natural wood colors considered. Deck railings or trim color painted to match house considered.)
 - # Deck base
 - # Railing
 - # Balusters
 - # Trim
 - # Trellis/wall (if used)
 - # Other components (if applicable)
- ❑ Indicate if under deck storage will be used
 - # specify whether trellis work or solid walls will be used
- ❑ Height above grade
 - # If height above grade is greater than 5’ specify landscaping of a permanent nature around the supports (or trellis/walls if used) and indicate on plat.
- ❑ Grading and drainage changes
- ❑ Detail of changes to windows or doors, if applicable.

Include :

- ❑ Site plat showing location as it relates to house, lot, and adjacent properties and showing size, shape and dimensions.
- ❑ Photograph and/or sketch

DECORATIVE OBJECTS (External)

Identify:

- Size
- Style
- Color
- Material
- Location

Include:

- site plat showing relation and size of object to house, property line and adjacent neighbors.
- Picture or detailed drawing of object

DOG HOUSES AND ANIMAL-ENTRY DOORS

(Dog runs not allowed. Animal entry doors only into fenced area where animal is restricted.)

Identify:

- Material (compatible with applicant's house)
- Color (compatible with applicant's house)
- Dimensions
- Architectural style (compatible with house)
- Location (where visually unobtrusive)

Include:

- Site plat with location and proportionate size as related to house property line and adjacent neighbors.
- Picture and/or detailed drawing
- Landscape plans to complement and/or screen dog house

DRIVEWAYS (extensions and additions)

Identify:

- Dimension
- Material (extensions must be constructed using same material as existing driveway)

Include:

- Site plat showing location and size as it relates to house and adjoining properties

FENCES

Identify:

- Fence Type from Appendix A
- Fence Height
- Gate type (specify same design, material and height as fence)
- Material (Pressure Treated/Cedar/Redwood)
- Specify if Wire Mesh will be used (identify guideline permitted size, color and type)
- Specify if staining is requested. (only natural wood color stain permitted)

Include:

- Color of stain (if applicable)
- Site plat showing location of fence. (see guidelines for locations permitted)

FLAGPOLES (except temporary flagpoles less than 6' in length & attached to front wall or pillar)

Identify:

- Dimensions
- Material
- Colors

Include:

- Site plat showing relation of pole to the house, property line and adjacent neighbors
- Picture and/or detailed drawing of pole

GARDENS (see Landscaping)

GREENHOUSE (Attached) – See Room Addition

Detached greenhouses are not allowed.

GRILLS AND BARBECUE PITS (Permanent)

(permitted in rear yards only not within 10' of side or rear property lines)

Identify:

- Dimensions
- Material

Include :

- Picture and/or detailed drawing
- Site plat showing relation to house, property line and adjacent neighbors

LANDSCAPING/GARDENS (other than single plantings)

General Plantings

Hedges or other features which, in effect, become structures, fences or screen

Identify:

- Material
- Size

Include :

- Site plat showing relation to house, property line and adjacent neighbors

Borders/Garden Walls

Railroad ties, garden timbers, stones or other materials that form a wall over 12" high for length of 8' or more require an application.

Identify:

- Material
- Any grading changes
- Size

Include :

- Site plat showing relation to house, property line and adjacent neighbors

Landscape Lighting – See Lighting

Retaining Walls (walls over 3 feet in height may also require county permit)

Identify:

- Material (railroad ties, landscaping timbers, stones, brick or reinforced concrete)
- Dimensions

Include:

- Site plat showing location and relationship to house, property lines and adjacent property.

Rock Garden (rock gardens, collection of rocks, and single rocks exceeding 24")

All rocks shall remain their natural color.

Identify:

- Size

Include :

- Site plat showing relation to house, property line and adjacent neighbors

❑ Vegetable Garden

Application required only if it does 'not meet' the following conditions

- # located between rear line of house and rear property line and sidelines of house.
- # size does not exceed ¼ of area rear yard.
- # flow of water does not damage other property.
- # no borders or enclosure materials are used.

Identify:

- ❑ Size
- ❑ Materials for border, fencing or any type of enclosure
- ❑ Location

Include:

- ❑ Site plat showing relation to house, property line and adjacent neighbors

LIGHTING (Exterior)

Identify:

- ❑ Number of lights
- ❑ Dimensions
- ❑ Height (above ground)
- ❑ Wattage of bulb to be used
- ❑ Location

Include :

- ❑ Site plat showing location in relation to house, property line and adjacent neighbors.
- ❑ Picture and/or detailed drawing

MAILBOXES

Identify:

- ❑ Mailbox size
- ❑ Mailbox color (black only)
- ❑ Post style
- ❑ Post material
- ❑ Post color

Include :

- ❑ Picture and/or detailed drawing to indicate and specify design

PAINTING (Exterior) - Painting other than original color

Identify:

- ❑ Structure to be painted
- ❑ Existing exterior colors on the house and appurtenant structures.
- ❑ Proposed exterior colors (see Guideline section for color guidelines)

Include :

- ❑ Color samples

PONDS/WATER FEATURES

Identify:

- ❑ Location
- ❑ Size (dimensions with consideration for lot size, design)
- ❑ Materials
- ❑ Colors

Include :

- ❑ Site plat showing location in relation to house, property line and adjacent neighbors.
- ❑ Picture and/or detailed drawing

RECREATION & PLAY EQUIPMENT

Identify:

- Location (rear of property with except for basketball poles & backboards)
- Size (dimensions with consideration for lot size, design and visual screening)
- Materials (Wood is encouraged, or identify other material allowed in guidelines)
- Color of equipment
 - # If metal equipment is to be painted, specify a dark earth tone color (exclusive of wearing surfaces: slide poles, climbing rungs, etc).
 - # Basketball Backboards: Identify colors to match/blend with background (house or structure)
 - # Basketball Freestanding: Identify earth tone colors to blend with natural surroundings.
- Playset:
 - # describe base or borders to be built and materials used (if applicable)
- Goals for minimizing its visual impact.

Include:

- Site Plat identifying location, size as it relates to house, property lines and adjacent houses
- Photograph and/or sketch.

RETAINING WALLS – See Landscaping/Gardens

ROCK GARDENS – See Landscaping/Gardens

ROOM ADDITION

Identify:

- Material (all components to match existing house)
 - # Structure (siding, brick, etc)
 - # roofing
 - # windows
- Dimensions
- elevations
- Colors (to match existing house colors)

Include:

- architectural drawings
- site plat showing location of proposed structure and relationship to property lines and adjacent houses.
- Photograph and/or sketch

SCREEN PORCHES & SUN ROOMS (ATTACHED) -See Room Addition

SIDEWALKS/PATHWAYS

Identify:

- Dimensions
- Material
- Color
- Location (include grading changes, if applicable. Minimum 4' setback from property line)

Include :

- Picture and/or detailed drawing
- Site plat showing relation to house, property line and adjacent neighbors

SOLAR ENERGY DEVICES

Identify:

- location (on rear side of roofs flush or elevated. If elevated, will not extend above roof peak so they are visible from yards of facing houses across streets. No other locations permitted.)

Include:

- Site plat with location and size and location of roof peaks
- Photograph of similarly installed units.

SPAS & HOT TUBS

Identify:

- Size
- Type
- Location (rear yard with minimum 5' setback from property line)
- Water supply and drainage
- Screening and/or landscaping to minimize visual impact.

Include:

- Site plat showing location, dimensions and screening in relation to house, property line and adjacent properties.
- Photograph and/or sketch.

STORM AND SCREEN DOORS

Identify:

- Color (same as entry doors or surrounding trim)
- Style/Design (minimum ornamentation limited to the border of the glass pane on the door)

Include:

- Picture and/or detailed drawing.

SWIMMING POOLS

Only in-ground pools are permitted and must be located in the rear of the house

Identify:

- Distance from property lines (no closer than 5 feet)
- Percentage of back yard (not greater than 50%)
- Identify water supply system, drainage and water disposal system.
- Fencing (see Guideline section for Fences)
 - # Type
 - # Height
 - # Material
 - # other specifics (as required by county and ARB guidelines for fences)
 - # Landscaping plan for outside of fencing if not placed on property boundaries

Include:

- site plat showing location, dimensions, other related equipment, fences in relation to house, property lines, and adjacent houses.
- Detailed drawings and plans including deck area, lighting, walkways, etc. in accordance with appropriate guidelines.

TREE REMOVAL (trees over 2" in diameter)

Identify:

- Tree type
- Size

Include:

- Site plat showing location in relation to house, property line and adjacent properties.

Limitations on cutting trees greater than 4" in diameter and greater than 2" in diameter for flowering trees (such as dogwood or redbud) or any live vegetation on slopes of greater than 20% gradient. Residents are advised to consult the County Arborist for compliance with county ordinances on tree cutting.

TRELLIS/ARBOR/GAZEBO

Identify:

- Style
- Color (natural wood or match trim, deck or dominant color of house, if attached to house or deck)
- Materials
- Location (not adversely affecting views, light, or natural ventilation or drainage on adjacent properties)
- Dimensions

Include:

- Picture and/or detailed drawing
- Site plat showing relation to house, property line and adjacent neighbors

VEGETABLE GARDEN – See Landscaping/Gardens