

## Enclosed Structure Application Supplemental Checklist

Please read the entire application. An enclosed structure is a room addition, screened porch or deck, sunroom, etc. Your application **MUST** contain the following information. Refer to the Handbook for additional details.

### **INCOMPLETE OR ILLEGIBLE 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.

- \_\_\_\_\_ Exact location of the structure
- \_\_\_\_\_ Exact dimensions of the structure
- \_\_\_\_\_ Distances from closest points of structure to side and rear property lines

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

- \_\_\_\_\_ Floorplan of the structure (top view)
- \_\_\_\_\_ All dimensions of the structure
- \_\_\_\_\_ Front and side elevations of structure, showing it against a full view of the house
- \_\_\_\_\_ Height off ground
- \_\_\_\_\_ Roof pitch
- \_\_\_\_\_ Dimensions, placement and color of skylights and gutters
- \_\_\_\_\_ Dimensions and style of windows (Note that the style of new windows shall match the style of existing windows.)
- \_\_\_\_\_ Dimensions and style of doors (Note that the style of new windows shall match the style of existing doors.)
- \_\_\_\_\_ Dimensions of screens
- \_\_\_\_\_ Location of all stairs (show on elevations)
- \_\_\_\_\_ 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 those on the existing structure.)