

Commercial Accessory Structure less than 120 sq.ft. Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

_____ [Site Plan Drawing](#) that includes (at a minimum) the following:

- _____ North Arrow, Written and Graphic Scale at an **even numbered engineer scale (1" = 10', 20', 30', etc.)** - No larger than 11" x 17" in size - Aerial/Google maps will not be accepted
 - _____ Property Owner's Name
 - _____ Address and Legal Description of the Property
 - _____ Current Zone District
 - _____ Assessor's Parcel Number(s)
 - _____ General Location/Vicinity Map
 - _____ Platted/Known Easements/Building Setback Lines (as reflected upon the original subdivision plat, if applicable)
 - _____ Location, Exterior Dimensions and Use Identification of **Proposed Structure(s)** with Four (4) Distances* from Structure(s) to Front, Sides, & Rear Property Lines
 - _____ Location, Exterior Dimensions and Use Identification of **ALL Existing Structure(s)** with Four (4) Distances* from Structure(s) to Front, Sides, & Rear Property Lines and Distance to/Separation between Other Existing Structure(s) &/or Proposed Structure(s)
- (*Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line).*
- _____ Location, Type and Height of Existing and Proposed Fences
 - _____ Road/Street Name(s) Adjacent to Property