

Residential Accessory Structure less than 200 sq.ft. Checklist

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

Documentation of National Manufactured Housing Construction and Safety Standards Act of 1974 Certification (*Documentation may include sales contract or purchase agreement specifically stating construction code standard, HUD data sheet, or HUD Certification Number from red tag on rear of home.*)

[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