



## MODIFICATION TO EXISTING DWELLING OR SITE SUBMISSION CHECKLIST

Section \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_

Builder \_\_\_\_\_ Property Owner(s) \_\_\_\_\_

The appropriate portion of this Cover Sheet must be completed for all submissions for the ACC Review and presentation at the ACC Meeting. Any incomplete data may be the basis for rejection of the submission or delay in the review and/or placement on the Meeting Agenda. The Builder/Owner is responsible for the contents of the submission and any omitted items will have to be provided prior to any action by the ACC.

**ALL ITEMS NOTED UNDER EACH SUBMISSION MUST BE INDICATED AS INCLUDED IN SUBMISSION. IF ANY ITEM IS NOT APPLICABLE, INDICATE AS NOT APPLICABLE - N/A.**

### MODIFICATION OF EXISTING HOME / SITE - MARK WITH FOR ALL APPLICABLE ITEMS

- |                                  |   |  |
|----------------------------------|---|--|
| <b><u>Application</u></b>        | <input type="checkbox"/> Description of Modification Work | <input type="checkbox"/> Review / Bond Fees            |
|                                  | <input type="checkbox"/> Material / Samples Description   | <input type="checkbox"/> Owner & Builder Signatures    |
| <b><u>Site / Sketch Plan</u></b> | <input type="checkbox"/> Builder's Signature              | <input type="checkbox"/> Setback / Building Dimensions |
|                                  | <input type="checkbox"/> Impervious Area Computation      | <input type="checkbox"/> Layout / Location of Work     |
| <b><u>Building Plan</u></b>      | <input type="checkbox"/> Description of Modification Work | <input type="checkbox"/> Review / Bond Fees            |
|                                  | <input type="checkbox"/> Owner / Builder's Signature      | <input type="checkbox"/> Additional Heated Area (SF)   |
|                                  | <input type="checkbox"/> Roof Slopes                      | <input type="checkbox"/> Porch / Deck / Patio          |
| <b><u>Landscape Plan</u></b>     | <input type="checkbox"/> Description of Modification Work | <input type="checkbox"/> Review / Bond Fees            |
|                                  | <input type="checkbox"/> Planting Plan / Plant List       | <input type="checkbox"/> Other _____                   |

### MODIFICATION RESUBMISSION - MARK WITH FOR ALL APPLICABLE ITEMS

- |                             |   |  |
|-----------------------------|---|--|
| <b><u>Site Plan</u></b>     | <input type="checkbox"/> Description of Resubmission Work | <input type="checkbox"/> Owner / Builder Signature |
| <b><u>Building Plan</u></b> | <input type="checkbox"/> Description of Resubmission Work | <input type="checkbox"/> Owner / Builder Signature |

### MODIFICATION – CHANGE REQUEST - MARK WITH FOR ALL APPLICABLE ITEMS

- |                           |   |
|---------------------------|---|
| <b><u>Application</u></b> | <input type="checkbox"/> Description of Each Change or Add / Delete Item(s)     |
|                           | <input type="checkbox"/> Builder's Signature on all Plans / Drawings / Sketches |

### FINAL INSPECTION REQUEST / CLOSEOUT PHASE - MARK WITH FOR ALL APPLICABLE ITEMS

- |                          |  |
|--------------------------|--|
| <b><u>Submission</u></b> | <input type="checkbox"/> Final Inspection Request Form (Completed with Approval Dates) |
|--------------------------|--|

Comments \_\_\_\_\_

Builder / Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)