



APPLICATION CHECKLIST

MODEL SITE

Residential and Commercial

SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

MODEL SITE PLANS – combine the following items into one file labelled “MODEL SITE PLANS”

*** Include BOTH the Model Permit # and Builders Model # in Permit Application Description and on ALL plan pages

- Site Plan**
 - o Parcel lot lines, Lot Number, Assessor Parcel Number and Property Address
 - o Lot Size (square feet/acres)
 - o Lot Coverage
 - o Location of utilities, easements and setbacks (front, rear, side distances from lot lines)
 - o Location of existing structures, fences and retaining walls
 - o Location of proposed structure(s) with distances from lot lines and between structures
 - o Location of new wall/fence with lengths, types, and heights
 - o Square Footage Table
 - o Added Options Table

- Lot Drainage Plan**
 - o Plot Plan Bio-Swale
 - o Weep Hole Details

- Floor Plan with Options**

- Elevations with Building Height**
 - o Exterior Elevations Front, Rear, Right, Left
 - o Roof Plan

Additional Permits or Supporting Documents may be needed; contact other divisions to determine requirements

- ❖ Public Works Engineering and FEMA Floodplain: 928-777-1405, Option 3
- ❖ Fire Sprinklers and Wildland Urban Interface (WUI): 928-777-1445, Option 3

Notes:

Applicant:	Property Address:	Permit #
Contractor:	Contractor ROC#:	Date Submitted: