

need approval, you should complete the attached application form and file it with the Building Inspector.

Specific Instructions for Completing Application Form

APPLICANT: Provide the name, address and telephone number of the applicant. The applicant is the owner, leasee, or purchaser under contract for the property. The telephone number should be where the applicant can be reached during normal business hours.

PROPERTY AFFECTED: Provide address for the property to be reviewed. If the property is a newly created lot, an address will be assigned at the time of the building permit.

SUBMISSIONS: The specific submission requirements may vary from application to application. Below are the guidelines for the minimum requirements.

Site Plan: A site map should be submitted. This map should be drawn to scale and preferably submitted on an 8 1/2 x 11 sheet, but in no case exceed 11 x 17. The plan should show the property lines, building footprint, building setbacks and significant site features such as fences, sidewalks, driveways, accessory buildings, and trees.

Building Elevations: All applications involving compatibility standards to the exterior of the building shall provide an elevation drawing. The drawing must be to scale and should not exceed 11 x 17 in size. The drawing should be produced for every façade that will change, no matter how slight the change.

The façade elevations should show the proposed changes or designs. Each change or new element should be clearly identified on the elevations. All new materials should be clearly identified.

Photographs: All applications must be accompanied with photographs. You may provide black and white or color photographs, at least 3 1/2 x 5 in size, or provide digital photography on DSHD diskettes (1.44 mb) or CD-R data disk (650-700 MB).

Provide photos clearly detailing general views of properties immediately adjacent to the project site. The photos may be taken from public spaces such as the sidewalk and streets. If a camera is not available for use, the applicant may use the Property Valuation cards provided in the P.V.A. office located on the 2nd floor of the Scott County Courthouse.

Specifications: Provide specifications for the construction or the materials to be added to the project on a separate sheet if they cannot be included in façade elevation.