

Plan Review Submittal Requirements

Single Family and Town Homes from a Master Plan (Boiler Plate)

1. Completed permit application.
2. Site specific soils report bearing the seal and signature of the soils engineer.
3. One (1) original plot plan on 8 ½ x 11 paper.
4. One (1) set of site specific elevations on 8 ½ x 11 paper.

General Construction Plan Information

Applications shall include the following information:

1. The Builders Model number or Plan number
2. Project address and subdivision information including the filing and phase. (If there is no phase, please write no phase in the space).
3. General Contractor information, including a contact name and numbers and email.
4. The project information including type of foundation and base area from the Master Plan Model Record*.
5. The options, from the Master Plan Model Record*, that will be included in this project.
6. Subcontractor information
7. Signature of Applicant

*Only Base Areas and Options listed on the Master Plan Model Record will be accepted. Applications will be rejected and returned to the applicant if the information on the application and the Master Plan Model Record do not match. Options not listed on the Master Plan Model Record will be required to be resubmitted for review to be included on the Master Plan Model Record

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