

Solid or Trellis Shade Structure **Review Checklist**

A permit application will not be accepted unless all of the following items are submitted or completed with:

1. Submit completed application form filled out with all pertinent information including the specific type of project and signed by applicant.
2. Plan review fee of \$100 shall be paid at the time the application is submitted.
3. Site Plan – Five (5) copies are required. Site plan shall be drawn to a scale of $1/8'' = 1'-0''$ or $1'' = 10'-0''$.

The following information must be shown or noted on the plan:

- a. North arrow.
 - b. Footprint of residence.
 - c. Show property lines, utility easements, building setbacks, fence lines, adjacent properties, and street.
 - d. Any other pertinent existing improvements.
 - e. Show the location of the proposed solid or trellis shade and dimensions.
 - f. Show all existing trees and canopies on the lot.
4. Provide a framing plan of the proposed solid or trellis shade structure drawn to a scale of $1/8'' = 1'-0''$ or $1/4'' = 1'-0''$. Show all dimensions on the plan.
 5. Provide a section of the proposed solid or trellis shade structure drawn to a scale of $1/4'' = 1'-0''$. Show height of the connection point to the house, wall, or roof structure. Also show overall height of structure.
 6. Provide a color brochure of the proposed solid or trellis shade structure to be installed. Please specify the proposed color of solid or trellis shade structure to be installed.
 7. The solid or trellis shade structure shall have a minimum setback of $10'-0''$ from the property line.
 8. If the shade structure occurs in common area, the structure is only allowed to be a trellis shade structure – no solid roofs allowed.