



## **DOCUMENTS REQUIRED FOR REVIEW**

### **APPLICATION FORM**

CBA Application Form, Numbered and in Triplicate – *(All questions need to be answered)*

### **DRAWINGS – 3 copies required – 4 recommended**

The **minimum paper size** on which drawings will be accepted is **11” x 17”**. All drawings, notes, and other information submitted, shall be sized such that the information can be easily read and understood. A minimum font size the equivalent of Microsoft Word Times New Roman 12 is required.

An Architect and/or an Engineer, or a technician must accept responsibility for ALL projects submitted for review. The professional accepting responsibility for the information provided in the documents must indicate his/her acceptance by stamping **EACH** page with the stamp issued by the Association of Architects/Engineers **AND** signing each page. Technicians may write their names on each page in lieu of stamping. *(See Page 4 of the Application for Review Form for Signature Requirements).*

- Detailed, properly labeled floor plan(s)                       Elevations for each face  Cross Sections  
– Showing from roof to foundation. Location to be identified on plan(s) *(2 minimum, perpendicular to each other, detailed, and properly labeled required)*
- Foundation Layout and Details  Stairs Details *(Architectural and Structural)*                       Roof Plan and Roof Framing Plan
- Wall Details, and Wall Intersection details                       Column Layout and Details  Floor Framing Plan(s) *(showing beam layout and floor reinforcement – top and bottom)*  Beam Details
- Window Schedules     Door Schedules
- Plumbing Plans *(Water Supply and Waste Disposal)*
- Septic Tank Details     Soak Away and/or Leachfield Details
- Site Plan *(showing setbacks on all sides for all features/parts of the building nearest to the property line)*
- Sewage Systems shall be located 10 ft. minimum from property lines, or 100 ft minimum from an open water source
- Location Plan *(Clearly indentifying the location of the property in reference to easily recognizable features)*

- OTHER DOCUMENTS REQUIRED -1 copy only required**  PUC Approved electrical design *(1 copy only required)*  Approval of Sewage Disposal System *(Min of Health)*  Environmental Compliance Plan *(where applicable)*  Letter of “No Objection” from other relevant authorities depending on the nature of the construction

*(see Application for Review Check List attached for relevant authorities.)*

- Land Document for Lease or Title