



## Commercial Accessory Structure (ZABP) less than 120 sq.ft. Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

\_\_\_\_\_ View the Example [Site Plan Drawing](#) that includes (at a minimum) the following:  
**Site Plan includes all property: The site plan must include all property boundaries, structures, easements, and other relevant features, drawn to scale.**

\_\_\_\_\_ North Arrow, Written and Graphic Scale at an **even numbered engineer scale (1" = 10', 20', 30', etc.)** - No larger than 11" x 17" in size - Aerial/Google maps will not be accepted

\_\_\_\_\_ Property Owner's Name

\_\_\_\_\_ Find the **Assessor's Parcel Numbers** in [Parcel Records Search](#) by entering Address or Owner's Name

\_\_\_\_\_ From the search get the **Address and Legal Description of the Property**

\_\_\_\_\_ Next, in the map, click on the layers icon to get the **Current Zone District**

\_\_\_\_\_ Platted and Known Easements and Building Setback Lines as reflected upon the original subdivision plat, if applicable.

\_\_\_\_\_ Location, Exterior Dimensions and Use Identification of **Proposed Structures and ALL Existing Structures** with Four (4) Distances from Structures to Front, Sides, and Rear Property Lines and Distance to or Separation between Other Existing Structures and or Proposed Structures.

**Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line.**

\_\_\_\_\_ Corner Lot measuring requirements

\_\_\_\_\_ Location, Type, and Height of Existing and Proposed Fences

\_\_\_\_\_ Add the Road Names Adjacent to Property