



Residential Accessory Structure less than 200 sq.ft. (ZABP) 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.
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 or Google maps will not be accepted.

_____ Property Owner's Name

_____ Find the **Assessor's Parcel Number** 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