**CHECKLIST FOR ARCHITECTURAL EXTERIOR ALTERATIONS**

ALL INFORMATION MUST BE PROVIDED IN ONE SUBMISSION. FAILURE TO PROVIDE THE INFORMATION REQUESTED WILL DELAY THE RESPONSE. PLEASE BE SURE TO INCLUDE THE BELOW INFORMATION AS APPROPRIATE TO THE IMPROVEMENT:

1. Sketch of improvement on plot plan showing location of improvement to house, fence, etc. Sketch must be legible with all dimensions and setbacks noted;
2. Indicate setback measurements from the improvement to rear and side property lines;
3. Colors of all exterior materials, including roof;
4. Type of exterior materials;
5. Dimensions of improvement including height if structure;
6. Tree removal requests must include reason for removal, type of tree and if plans to replace, type of replacement tree;
7. If painting exterior of house, provide paint color;