

## Application Checklist: Multi-Family (3+ Units)

Project Address: \_\_\_\_\_

### **DRAWINGS REQUIRED (Please check off all items being submitted)**

- 2 sets of plans – 24" x 36" standard size, drawn at ¼" = 1'- 0" unless noted otherwise (graph or lined paper not accepted)
- Site Plan (scale not less than 1/8" = 1'- 0 include project data)
- Floor Plans (all floors)
- Cross-Section (include all construction assembly information)
- Exterior Elevations (each side of the building)
- Construction Details (where applicable)
- Driveway Plan (Engineering requirement scale not less than ¼" = 1'- 0)
- Structural Plans (as required)
- Mechanical and Electrical Drawings (as applicable to proposal)
- Landscape plans where applicable to proposal
- Civil Engineering Plans (as applicable to proposal)
- Traffic Management Plan (during construction)
- Fire and Construction Site Safety Plan
- Signed Sealed Excavation and Shoring Plans (if applicable)

### **DOCUMENTS REQUIRED**

- Completed Application Form
- Owner's Authorization of Agent Form (if applicable)
- Proof of Ownership (if acquired within the last 3 months)
- Hazardous Materials Testing and Abatement Form (for removal of existing conditions)
- Letters of Assurance – Schedules A and B from certified professionals (if applicable)
- Arbourist Report (if applicable when protecting large or specimen trees)
- Geotechnical Report (site soil conditions and recommendations)
- Construction Fire Safety Plan (required for larger projects)