



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