



The following fees are due with this Application:
Completion Deposit: \$200-\$500 Amount \$ _____
Review Fee: \$200
Make checks payable to the I'On Assembly
Note: Incomplete submittals will not be reviewed.

IDC Permit _____

Major Property Changes / Review Application

Extensive Hardscape, Landscape, Pools, Fences, Decks, Patios, Trellises, Large outdoor fireplaces/outdoor kitchens, Enclosing existing porch or carport, Significant changes to an existing façade.

The IDC approves architectural aesthetics only. IDC approval is not permission to build. A building permit from the TOMP & approval in writing from the IDC are both needed to build/install/enclose any structure on your property.

Date: _____

Address: _____ Lot Number: _____

Owner(s): _____

Address: _____

Phone: _____ Email: _____

Designer: _____

Address: _____

Phone: _____ Email: _____

Contractor: _____

Address: _____

Phone: _____ Email: _____

Person Submitting Application: Owner Designer Contractor

List proposed change(s) and explain reasons for change:

Prior to submitting for IDC review on new structures and/or additions, including pools, decks, pergolas, garages, carports, ADU's, enclosing existing carports or porches, Large outdoor fireplaces or outdoor kitchens homeowners must:

- Apply online for a zoning letter from the TOMP and have the lot type identified. The Lot type determines the maximum allowable buildable coverage percentage.
- Get a current survey by a licensed professional surveyor. It is required to apply for the zoning letter and should, among other things, identify the existing building coverage percentage currently on the lot. Knowing your lots' allowable buildable coverage percentage and the existing building percentage used, you or your design professional can calculate if there is enough available coverage remaining to build/install/adjust the proposed design project before submitting for an IDC review.

Submittal Requirements: One hardcopy of complete application package must be submitted, by the deadline, to the IDC for review. It is the homeowner's responsibility to print & supply all requirements to complete the submittal and to deliver it to the IDC office for review. This pertains to any additional items and/or revisions requested by the IDC after the initial review. Please also email the complete submission in PDF format in one email for filing purposes.

- Current survey by a licensed professional surveyor including existing trees.
(Min. Scale 1/8" = 1'-0" or 1" = 20')
- Provide existing & proposed structural footprint overlaid on current survey indicating trees to remain and drainage & grading plan.
- Zoning letter from TOMP stating lot type.
- Elevation Plans (Min. Scale 1/4" = 1'-0")
- Typical Wall & Porch Sections
(Min. Scale 1/4" = 1'-0")
- Exterior details (Min. Scale 1 1/2" = 1'-0") to include shutters, windows, eaves, water table, etc.
- Photos of all 4 sides of house.
- Detailed landscape plan using current survey. Include pictures of existing landscape and surrounding area of major change(s).
- Cutsheets & color of building materials.
- Exterior paint or stain color chips
- Signed Homeowner Agreement

For Extensive landscape/hardscape changes only :

- Professional Landscape plan on current survey with existing & proposed plant material, structures, & hardscapes, etc. Provide plant schedule for new plants.
- Detailed drawings of proposed new landscape structures to scale with dimensions. Detail how it relates to other structures.
- Photos of all 4 sides of house.
- Cutsheets & color of landscape & hardscape materials. Detail the hardscape with dimensions and show patterns on plan.
- Exterior paint or stain color chips
- Signed Homeowner Agreement

For Fences & Walls:

Ask NDC for additional Fence & Wall submittal requirements cheat sheet.

Products and Materials Specifications:

Include cutsheets/samples for all exterior elements & color chips for paint.

| <u>Exterior Element</u> | <u>Color</u> | <u>Manufacturer/Description/Specifications</u> |
|-------------------------|--------------|--|
| Brick | _____ | _____ |
| Siding | _____ | _____ |
| Stucco | _____ | _____ |
| Exterior Trim | _____ | _____ |
| Chimney/Foundation | _____ | _____ |
| Roofing | _____ | _____ |
| Gutters | _____ | _____ |
| Windows | _____ | _____ |
| Shutters | _____ | _____ |
| Balcony/Porch Ceiling | _____ | _____ |
| Balcony/Porch flooring | _____ | _____ |
| Door - Entry | _____ | _____ |

| | <u>Color</u> | <u>Manufacturer/Material</u> |
|-------------------|--------------|------------------------------|
| Door - Garage | _____ | _____ |
| Exterior Lighting | _____ | _____ |
| Pergola/Trellis | _____ | _____ |
| Deck | _____ | _____ |
| Pool Lighting | _____ | _____ |

Note: Complete hardcopy applications must be submitted by noon on Tuesday prior to an IDC meeting. The complete application should also be e-mailed in PDF format in one email to idc_ion@outlook.com for filing purposes.

IDC meetings are held the 1st and 3rd Tuesdays of the month unless otherwise noted. The IDC has 30 days from the submission date to notify you of their decision.

IDC approval is valid for 6 months. If approved project isn't started within 6 months from approval date or if a reviewed application requiring additional items to be submitted has nothing submitted within 6 months of the review date, the application expires, and a new application will be required.

Approved projects must be completed in 12 months from approval date.