



The following are due with this Application:  
Completion Deposit: \$1,500  
Review Fees: \$750  
**Make checks payable to the I'On Assembly**  
**Note: Incomplete submittals will not be reviewed.**

IDC permit \_\_\_\_\_

## Structural Changes greater than 625 sq. ft. / Review Application

**Additions, Garages, Carports, Sheds, Porches, ADU's, Pool house or any other structures.**

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 reason for change:**

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**Prior to submitting for a Review on new structures/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.
- Floor Plans (Min. Scale 1/4"=1'-0")
- Elevation Plans (Min. Scale 1/4"=1'-0")
- Typical Wall Sections (Min. Scale 3/4"=1'-0")
- Typical Porch Sections (Min. Scale 3/4"=1'-0")
- Exterior Details (Min. Scale 1 1/2"=1'-0") for window, shutters, corner boards, eave, dormer, railing, stairs, foundation vents, water table, etc.
- Photos of all 4 facades of house
- Cutsheets & color of materials
- Exterior paint or stain color chips
- Detailed Landscape plan using current survey. Include pictures of existing landscape and surrounding area of new structure.
- Signed Homeowner Agreement

**Products and Materials Specifications:** *Include color for all exterior elements & color chips for paint and/or stain.*

<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	_____	_____
Door - Garage	_____	_____
Doors - Other	_____	_____
Exterior Lighting	_____	_____

**Note:** Complete hardcopy applications must be submitted by noon on Tuesday prior to an IDC meeting. The complete application should be e-mailed to [fdc\\_ion@outlook.com](mailto:fdc_ion@outlook.com) for filing purposes. IDC meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> 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, the application expires, and a new application will be required. Approved projects must be completed in 12 months from approval date.