

A. **Matrix Required Information**

Temporary Access (if required) - If construction equipment or delivery trucks need access to the side or back of your lot, the location of their route of entry and exit needs to be provided to ensure neighboring properties are not damaged.

Construction Schedule - Required if your project may take longer than 9 months. If you do not include a construction schedule, you are required to start your project within 3 months, and finish it less than 6 months after you start. If you are a condominium association doing a multi-year project, a schedule is needed showing which units are going to be completed each year of the project.

Plot Map Showing Location - A map of your property showing your lot dimensions, home location, and the area affected by your project. All structures must be set in 30' from the back and 10' from the sides of the lot.

(You can find maps of your lot at www.summitoh.net)

Drawing - Top or Plan View - Detailed top view of your project showing all important details. (Need not be an architectural drawing.)

Drawing - View from Side - Detailed side view of your project showing important details. (Need not be an architectural drawing.)

Dimensions - Height, width, length, depth and any other dimension important to your project.

Literature on Product(s) - Literature on materials or products that will be used in your project.

Color (Chips or Samples) - Typically a color sample from a paint store or product literature, which includes manufacturer/color name/code.

Samples of Materials - Actual sample of the material to be used in your project.

Footer/Support - material and depth - To protect against bugs, rot, and frost damage, footers need to be of durable material and extend below the frost depth.

Storage Location of Building Materials - Projects requiring a lot of material need to store construction material out of sight.

PLANS - The following four plans, when required, are typically overlaid on your plot map:

Landscaping Plan - This plan shows the layout of your landscaping, with the dimensions of new beds, and the location of perennials, trees, and bushes, all properly labeled, with the total numbers of each plant listed.

Grading Plan - This plan, usually in 2-foot topographic (contour) form, showing the elevations of your property before and after it will be graded, with direction of water flow indicated.

Drainage Plan showing Direction of Water Flow - This plan shows the routing of any drainage pipes or swales, with the direction of water flow and points where the flow exits off your lot clearly indicated.

Erosion Control Plan - This plan shows the temporary measures you will install to prevent erosion of topsoil or debris into nearby streams or storm sewers during your project, and the permanent measures to be left in place at the completion of your project to prevent erosion.

Lighting Details - Indicate the style (Non-Directional, Flood, Spot, Accent, etc.), type (Halogen, Incandescent, Fluorescent, etc.), wattage, location, direction, and number of lights, and the type of switch used to control them (on/off, motion sensor, timer, light sensor). For Sound Systems, provide the system wattage, and the location and direction the speakers are pointed.

Wiring/Piping Location - In applications where wires, cables, or hoses are being routed as part of your project, where they will be routed, and how they will be protected and hidden from view, needs to be indicated.

Hours of Operation - Items or projects that could affect your neighbor's privacy through noise or light, such as sound systems, flood lights or fountains (and construction work), should be done at reasonable times. Please state the expected times of use.

"Before" Photo - Photo of the area of your home or lot to be modified before any changes are made, to serve as a reference after the project is complete.