

ADU planning application requirements

Once all of the following documents have been completed, email the attachments to

alopez-vega@townofross.org to submit your planning permit.

<p>1. Fill out planning application form.</p>
<p>2. Site plan A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale, preferably a 1:10 or 1:8. Where this is not possible, a focused site plan may be required. The name, address, and phone number of the plan preparer shall be included on the plans.</p> <ul style="list-style-type: none">• Vicinity map and directions• Boundaries• Structures• Roofs and building height• Lighting• Noise generators• Natural features• Topography• Parking and access• On-site water provision• Associated site design elements <p>For more information on each of these elements, please visit the Planning Application Submittal Checklist</p>
<p>3. Utilities plan The location of all public and private utility connections and methods of extension (overhead or underground) must be indicated. The size and capacity of utilities may also be required.</p>
<p>4. Project information A written description must be included that summarizes the key components of the project.</p>
<p>5. Floor plans Fully dimensioned floor plans for all levels of existing and proposed structures must be submitted. The garage and all food preparation facilities, windows, doors, and stairways must be indicated. Existing and proposed floor area calculations shall be provided. Floor area calculations must be based upon the dimensioned floor plans. For projects that involve an addition, the existing floor area shall be outlined with a dashed line and the proposed addition shall be shaded. Areas proposed for demolition shall be hatched.</p>
<p>6. Building demolition plans</p>

All building area proposed for demolition shall be shown as hatched with dashed lines indicating walls to be demolished. Calculations of the linear distance of existing exterior walls and the linear distance of exterior walls to be demolished shall be provided.

7. Building elevations

Fully dimensioned elevations of all existing and proposed structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided. Exterior building materials, including but not limited to siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the topography of the adjoining finished and/or natural grades. The preferred scale of ¼ inch per foot should be used for all architectural plans. All exterior lighting must be shown on the plans.

If an addition to an existing structure is proposed, elevations of the existing structure, as well as those of the addition, shall be provided. The elevations of the proposed development shall include dashed lines indicating the outline of the existing building facades and rooflines.

8. Cross sections

A cross section through the proposed structure that is based on accurate topography and indicates the finished floor, foundation line, and roof ridge elevations must be submitted. Existing and finished grades must be indicated. A site cross section may be required to show the relative elevations of proposed structures to adjoining roadways and impacts to surrounding properties.

9. Materials, colors, and details

All building elevations shall show the existing and proposed building materials and colors of all existing buildings and structures, including retaining walls, fences, and gates.

A material sample board shall also be required for all projects. The Material Sample Board must contain samples of the actual project materials and colors. Examples of materials/colors that shall be shown are paint chips, wood siding, cementitious siding, awning materials, stone masonry, windows and sign components. The materials sample board shall also include details for retaining walls, fencing, and gates. Specification sheets showing the exterior lighting fixtures and other site design elements shall also be shown.

All proposed building materials and color samples shall also be available at the project site for review.