

PROJECT PLANNING & DESIGN

PREPARE FOR SUBMISSION

SUBMISSION & APPROVAL

CONSTRUCTION

DOCUMENTATION REQUIRED BY PROJECT TYPE

PROJECT TYPE	PROJECT APP & AGREEMENT	SITE PLAN	HOUSE PLANS	EXTERIOR ELEVATIONS	GEOTECHNICAL REPORT	FOUNDATION PLAN
NEW HOME CONSTRUCTION	required	required	required	required	required	required
EXISTING HOME EXPANSION	required	required	required	required	required (if not existing)	required
NEW SHED / OUTBUILDING	required	required	required	required		
READY-MIX CONCRETE POURS (driveway, pool, patio, etc.)	required	required			suggested for large projects	
LAKE RETAINING WALL	required	required				
DOCK	required	required				
FENCE	required	required				
EXTERIOR RENO / ROOFING	required			required		

DOCUMENTATION DETAILS

- ☐ **PROJECT APPLICATION & AGREEMENT:** All projects require the submission of an ACC PROJECT APPLICATION & AGREEMENT..
- ☐ **SITE PLAN:** If indicated above, include a detailed site plan with the locations of the house, driveway, culverts, patios, all sidewalks, and septic field clearly shown..  
  
New home construction site plans should be based on a professional survey. Smaller projects can suffice with simpler hand drawn plans. Take special note if your project is close to a lot boundary.  
  
If there's a chance that fences or outbuildings will be constructed with a new home construction project, it is suggested they be shown on the site plan to eliminate the need for another ACC submittal (and corresponding fees therein).
- ☐ **HOUSE PLANS:** If indicated above, please include house plans with a detailed floor plan with clearly defined square footage of living space, garages, patios and sidewalks. Roof plan indicating roof slope and materials is required.  
  
Section detail plans, cabinet plans, door/window schedules, etc. are NOT required for the project application.
- ☐ **EXTERIOR ELEVATIONS:** If indicated above, include full exterior façade elevation (all sides). All homes should have a minimum of 33% brick or stone veneer on the outside of the house (preferably 50%+) and be designed in similar look / aesthetic appeal to other homes in the neighborhood. Brick, stone, and exterior paint colors should be provided during the application process.
- ☐ **GEOTECHNICAL REPORT:** Due to the volatile nature of the clay soils in this area, all new home construction and home expansion projects require a formal Geotechnical Report (if not previously done) to be factored into the professionally engineered foundation plan.
- ☐ **FOUNDATION PLAN:** If indicated above, provide a professionally engineered foundation plan stamped by a licensed professional engineer.

It is understood that some changes will occur during the construction process. However, significant variances may result in additional ACC Fees being assessed, up to 100% of the original fee. Please notify the ACC of any changes that occur during construction that differ from any submittal item noted above.