

**This outline of requirements is not all-inclusive, but serves as a guideline.
Incomplete application submissions will delay the review process.**

Submission

- Three (3) copies of site plans and complete set of construction drawings are required for plan review. Drawings shall be submitted with a completed permit application form.
- Site plan shall include structure location with dimensions from all property lines and the main structure.
- Applicant shall provide a drawing showing all dimensions of the proposed structure.
- Location and distance from roof edge to property line shall be identified within the plans.
- \$50.00 non-refundable plan review fee, to be paid at time of application (will be deducted from the total permit fee).
- All contractors shall be registered with the City.
- Drawings shall be drawn to scale, dimensioned and of sufficient clarity.
- Lot size shall be included as well as the square footages of all existing and new buildings and structures.
- Engineer Seal required on Foundation plans (if applicable).

Detached Patio Cover, Arbor, Gazebo and/or Pergola

Definitions	<p>Detached Patio Cover is defined as a roofed structure supported by columns, located over a patio which is open on four (4) sides.</p> <p>Arbor is defined as a stand-alone structure designed with lattice and used to support climbing plants.</p> <p>Gazebo is defined as an accessory building consisting of a detached, covered, freestanding, open air structure not exceeding 300 square feet.</p> <p>Pergola is defined as an arbor or trellis treated architecturally, as with stone columns or similar massive structure.</p>
Location	Shall not occupy space in the required front yard setback. Must be blocked from public view by an appropriate form of solid screening if located in the side yard. Shall be located at least three (3) feet from the primary structure and any property line. Shall not be located within any platted or recorded easement or over any known utility, unless the easement grantee (s) and the property owner enter into, and are granted, a license agreement to allow the easement encroachment.
Solid Screening	Living wall consisting of evergreen plant material spaced a minimum of three (3) feet on center and eight (8) feet in height at time of mature growth; Wood fence a minimum of eight (8) feet in height; or Masonry wall a minimum of eight (8) feet in height.
Enclosure	May be enclosed with insect screening or translucent or transparent plastic not more than 0.125 inch (3.2 millimeters) in thickness or any combination thereof. Shall only be used for recreational, outdoor living purposes and not for carports, garages, storage room or habitable rooms. Any solid wall constructed as part of enclosure must not exceed two (2) feet in height from adjacent grade
Maximum Size	The maximum footprint of any detached building, structure or use shall not exceed one-half of the principal dwelling's footprint.
Maximum Lot Coverage	The total combined lot coverage of all primary and accessory uses, buildings and structures shall not exceed forty percent (40%) of the lot area.
Maximum Height	Sixteen (16) feet or the height of the principal structure, whichever is less.
Design	Shall be constructed of wood, metal, vinyl or masonry material designed for use on the exterior of a structure.
Roof	Flat roofs are prohibited unless the roof of the principal dwelling is flat.
Permit	A building permit is required for structures over 120 square feet in area and/or eight (8) feet in height.
Fee	Yes, please refer to the Development Services Fee Schedule.
Maximum Number	There is no maximum number of accessory use buildings on structures permitted per lot, however, the maximum lot coverage cannot be exceeded.
Dwelling Units	Prohibited
Utilities	Water lines, sewer lines and electric utilities may be extended to a detached patio cover, arbor, gazebo and/or pergola but must use the same meter as the primary structure.