

**Section III Application for Building Plan Approval**

Application Date \_\_\_\_\_

Please print all requested information

Application No. \_\_\_\_\_

Submitted by \_\_\_\_\_ Expected Start Date \_\_\_\_\_  
 Lot No. \_\_\_\_\_ Street \_\_\_\_\_ Sub No. \_\_\_\_\_  
 Lot Owner \_\_\_\_\_ Builder \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 City & State \_\_\_\_\_ City & State \_\_\_\_\_  
 Telephone \_\_\_\_\_ Telephone \_\_\_\_\_  
 New Structure Yes \_\_\_\_\_ No \_\_\_\_\_ Addition Yes \_\_\_\_\_ No \_\_\_\_\_  
 Variance required Yes \_\_\_\_\_ No \_\_\_\_\_ Submit 3 copies of variance approval by affected property owners  
 Modification of existing structure Yes \_\_\_\_\_ No \_\_\_\_\_

**Required for approval:**

- \_\_\_\_\_ Submit 3 copies of site plan
- \_\_\_\_\_ Submit 3 full sets of architectural drawn plans
- \_\_\_\_\_ Submit 3 copies of this submittal sheet
- \_\_\_\_\_ Submit copy of Otsego County Road Commission Driveway Permit

Site Plan Requirements: accurately drawn to scale with dotted lines for setback dimensions on all sides of building structure with proposed driveway shown

- \_\_\_\_\_ Drawn to scale – with scale used listed on site and building plan
- \_\_\_\_\_ Setbacks: Front – 60’ preferred with 50’ minimum Rear – 35’ minimum Sides – 20’ minimum  
 Corner Lot – 50’ minimum on both fronts, 20’ minimum on both sides
- \_\_\_\_\_ Location of well and septic system shown – minimum 50’ separation
- \_\_\_\_\_ If oil or propane is used, location of exposed storage tank and type of enclosure around tank must be shown

Note: enclosure must be completed prior to occupancy

Architectural Requirements (to be completed by submitter)

- \_\_\_\_\_ Floor plan showing building dimensions
- \_\_\_\_\_ Complete front, rear and side elevations – all levels
- \_\_\_\_\_ Exterior material:
- Upper Level \_\_\_\_\_ Color \_\_\_\_\_
- Lower Level \_\_\_\_\_ Color \_\_\_\_\_
- Trim \_\_\_\_\_ Color \_\_\_\_\_
- Roofing \_\_\_\_\_ Color \_\_\_\_\_

Note: If vinyl is used, textured grain is required

- \_\_\_\_\_ If over 16 inches of exposed block, concrete walls or retaining walls
- Type of finish \_\_\_\_\_ Color \_\_\_\_\_
- \_\_\_\_\_ Livable floor space excluding basement – Total Sq. Ft. \_\_\_\_\_
- \_\_\_\_\_ Basement if finished as living space - Total Sq. Ft. \_\_\_\_\_
- \_\_\_\_\_ Approximate cost of proposed structure \_\_\_\_\_

Applicant is welcome to attend committee meetings at the clubhouse held each month. Call MOA Office to obtain meeting date and time. (989) 939-8919