

# MLPC DESIGN & CONSTRUCTION CHECKLIST

## Owner Information (to be completed by the Owner)

<b>Owner name</b>	_____
<b>Filing # &amp; Lot #</b>	_____
<b>Mailing address</b>	_____
<b>Street address</b>	_____
<b>City, State &amp; Zip code</b>	_____
<b>Home phone number</b>	_____
<b>Local phone number</b>	_____
<b>Cell phone number</b>	_____
<b>Email address</b>	_____

*Owner provides MLPC Manager permission to release their contact information to inquiring third parties (i.e. existing and future homeowners, realtors, and MLPC Board members) who may have questions regarding your home plans.*

Yes \_\_\_\_\_ No \_\_\_\_\_

## Information from Owner needed by MLPC ACC

- Site Plan / Topographic Survey
- Exterior elevations
- Floor Plan
- Foundation plan with stamps and seals
- Color samples

## Architect / Designer Information (to be completed by Owner)

<b>Name</b>	_____
<b>Mailing address</b>	_____
<b>Street address</b>	_____
<b>City, State &amp; Zip code</b>	_____
<b>Phone number</b>	_____

**Contractor / Builder Information (to be completed by Owner)**

Name \_\_\_\_\_  
Mailing address \_\_\_\_\_  
Street address \_\_\_\_\_  
City, State & Zip code \_\_\_\_\_  
Office phone number \_\_\_\_\_  
Cell phone number \_\_\_\_\_  
Email address \_\_\_\_\_

**Design Summary (to be completed by Owner / Architect)**

Total gross floor area \_\_\_\_\_ Sq. ft.  
  
Integrated Secondary Residence (ISR) \_\_\_\_\_ (Yes / No)  
If yes:  
ISR Gross floor area \_\_\_\_\_ Sq. ft.  
ISR Garage area provided \_\_\_\_\_ Sq. ft.  
  
Garage area \_\_\_\_\_ Sq. ft.  
  
Does garage area include space for all  
intended recreational vehicles and trailers? \_\_\_\_\_ (Yes / No)

Building height as done by MLPC method Building and height as done by County  
LUR method.

\_\_\_\_\_ ft. \_\_\_\_\_ ft.  
MLPC County

**Solid fuel burning device type**

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**Roof type & color**

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**Exterior walls type & color**

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**Window & door trim colors**

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**Color samples provided**

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**Exterior light fixtures  
types & colors**

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**Building Contractor Rules (Completed by Owner & Contractor)**

	<b>Owner Initials / Date</b>	<b>Contr. Initials / Date</b>
Copy of Contractor Rules received?	_____	_____

**The following sections are understood, and will be enforced:**

	<b>Owner Initials / Date</b>	<b>Contr. Initials / Date</b>
Construction Area. (Sections 5.1, 5.2 & 5.3):	_____	_____
Working hours. (Section 5.4):	_____	_____
No loud radios. (Section 5.5):	_____	_____
Excess excavation material removed. (Section 5.6):	_____	_____
Trash clean-up. (Section 5.7):	_____	_____
No burning of construction materials. (Section 5.8):	_____	_____
Vehicle parking control. (Section 5.9):	_____	_____
Portable toilet. (Section 5.10):	_____	_____
Sign limitations. (Section 5.11):	_____	_____
Fire extinguisher. (Section 5.12):	_____	_____
Flammable materials handling. (Section 5.13):	_____	_____
Animals confined to Construction Area. (Section 5.14):	_____	_____
Camping not permitted. (Section 5.15):	_____	_____
Site restoration required. (Section 5.16):	_____	_____

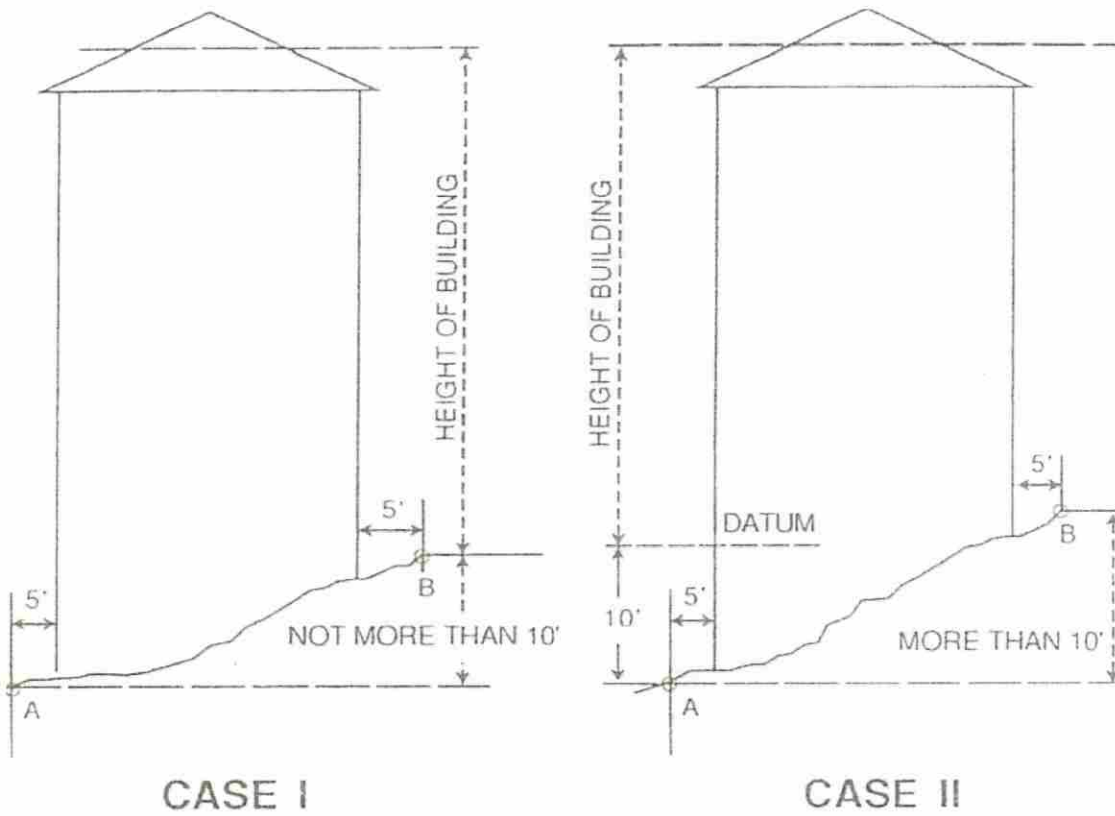
**Estimated Construction Timetable:**

	<b>Owner Initials</b>	<b>Date</b>
Construction Schedule (Section 2.5.11):	_____	_____
Construction start date (estimated):	_____	_____
Construction completion date (estimated):	_____	_____
Landscape completion date (estimated):	_____	_____

**Final MLPC Approval:**

	<b>MLPC ACC Chairman Initials</b>	<b>Date</b>
Drawing Review Fee received?	_____	_____
Security Deposit received?	_____	_____
Plans are consistent with D&C Guidelines?	_____	_____

**DIAGRAM – COUNTY METHOD FOR DETERMINING OF BUILDING HEIGHT**



**DETERMINATION OF BUILDING  
HEIGHT IN FEET  
Section 209**