

Division _____ Lot _____ Member name _____



ACB Property Preparation Requirements

Please note: These requirements must be completed before you submit an ACB permit or the permit will be returned.

- 1) **Property pins:** All official survey pins must be located. Initials _____

The Office has plat maps and a metal detector to help you locate your property pins. These pins have caps on them and some are different colors. Some of the older pins don't have caps on them but are the same rebar type pins.

If you are unable to locate all official property pins, a survey will need to be completed.

- 2) **Property lines strung:** Once you have located your survey pins, you must run string around the sides of the lot. The higher the string is off the ground, the better. Please refer to Section 3.2 of the ACB Manual for more details. Initials _____
- 3) **Footprint indicators:** Once your property pins are located and strung up, the next step is marking the ground where you plan on placing the structure. Spray paint or stakes with ribbon work great. Initials _____
- 4) **Accurate paperwork:** Please complete each applicable section of the ACB Permit.

a. Worksheets:

Certain projects require additional worksheets including; gazebos, sheds, decks, auxiliary roofs, and free-standing roofs. Worksheets are available at the Main Office and Security Office.

b. Diagrams:

Please provide;

- 1) an overhead view of the entire property
- 2) a detailed diagram of the building/structure showing all walls & windows

Initials _____

I agree that all lot preparation requirements have been met and I am ready to submit my permit for inspection.

Member Signature _____

Date _____