

## **Application Checklist/Process:**

This document is designed to assist residents in the proper procedure for planning any exterior remodeling or construction to their home, attachment (garage, carport, awning, deck, patio, etc.), lot, or accessory structure.



1. Resident decides to make changes to home.
2. Resident draws up plans, researches materials, gets estimates – get everything in writing.
3. Resident consults board, obtains application
4. Resident fully reads application
5. Resident fills out application
6. Resident submits application (include copy of plans, estimates, color samples, etc.)
7. Board receives application
8. Board reviews application, votes.
  - If approved, member will receive signed approval.
  - If declined, member will receive letter stating why application was not approved.
9. Resident must take approval and plans to Marilla Town Hall, obtain any required Building Permits.
10. Resident may now display permits in front window, and begin construction.