Most exterior modifications/improvements on residential and commercial properties require Architectural Review and/or Planning approval. The application will be reviewed either by staff or the Planning Commission, depending on the type of improvement proposed. **Please check with a planner if you are unsure about any aspect of the application process.**

SKYLIGHTS

Submission Checklist

☐ **A COMPLETED APPLICATION FORM & APPLICABLE FEE (see Fee Schedule)**

One copy of a signed application, including the property owner's signature or a letter from the property owner authorizing agent's signature.

☐ **BUILDING PERMIT ACKNOWLEDGEMENT FORM (IF APPLICABLE)**

☐ **LETTER FROM HOMEOWNERS' ASSOCIATION (IF APPLICABLE)**

For houses located within Planned Developments, a letter demonstrating written action by the Homeowners Association on the proposal shall be obtained prior to submitting plans to the City. The proposed skylights shall be consistent with the Prototypical Design Guidelines for the Association (if any) on file with the City.

☐ **MANUFACTURER'S BROCHURE /SPECIFICATIONS**

- ❑ Indicate colors and materials

☐ **PLANS/DRAWINGS (BOUND OR STAPLED)**

- ❑ **4** copies of fully dimensioned plans, measuring 8.5" x 11"

☐ **SITE PLAN OR AERIAL PHOTOGRAPH**

- ❑ Show location and dimensions of proposed skylight(s)

☐ **ELEVATIONS**

- ❑ Show a side profile of the proposed skylight showing the height of each skylight measured from the surface of the existing roof.

Note:

- Skylights shall be flush mounted to the roof and shall be a "low profile" design extending no more than 8-10 inches above the roof surface.
- Tubular skylights are exempt for Architectural Review.