

**Standard Townhouse Deck/Patio Application Checklist**

Please read both sides of the attached application form and complete the specified portion on the front side.  
**INCOMPLETE APPLICATIONS WILL BE RETURNED.**

Your deck or patio application **MUST** contain the following items and information. Please check off each item as you address it in your application. A sample deck application is shown in Appendix C of the Community Guidelines Handbook.

1. Please indicate the following on a copy of your legal site plat. (The site plat should be located with your settlement documents.)

\_\_\_\_\_ location of deck or patio drawn to scale  
\_\_\_\_\_ exact dimensions of deck or patio  
\_\_\_\_\_ distances from deck or patio to both side property lines. (This shall be no less than one foot (1') for an upper level deck. Ground level decks and patios may extend to the side property lines.)  
\_\_\_\_\_ distance from rear property line  
\_\_\_\_\_ length of back yard (from back of house to rear property line)

2. Please indicate the following on separate drawings.

\_\_\_\_\_ floorplan, with dimensions, of deck or patio (top view)  
\_\_\_\_\_ specify location of benches (if any) on floorplan  
\_\_\_\_\_ front elevation showing deck against house  
\_\_\_\_\_ height of decking off ground  
\_\_\_\_\_ style and height of railing (Height must be 36" and style must be vertical picket with spacing between pickets being 6" on center.)  
\_\_\_\_\_ dimensions and elevation (side view) of steps

3. Please indicate here:

- A. Type of wood \_\_\_\_\_ (must be pressure treated pine or a naturally weather-resistant wood)
- B. State that the wood will be left to weather naturally \_\_\_\_\_
- C. Specify if lattice will be used. \_\_\_\_\_ (Please note that lattice on ground level decks may not exceed the height of the deck floor.) **PROPOSED LATTICE ON UPPER LEVEL DECKS MUST BE SUBMITTED FOR FORMAL REVIEW BY THE NAC AND DRC.**
- D. If benches will be used, specify height \_\_\_\_\_ )Bench height may not exceed one-half (1/2) of the height of the railing, if any, or eighteen inches (18").

4. For patios only:

- A. Indicate type of material \_\_\_\_\_ (brick, stone, or concrete.)
- B. Indicate whether landscape timbers will be used \_\_\_\_\_ (must be flush with the patio)

**Please see “Appendix A - Standards and Neighborhood Guidelines” in the Community Guidelines Handbook for more information.**

Will deck incorporate a screened porch? \_\_\_\_\_Yes \_\_\_\_\_No

If “yes,” please indicate the following on deck drawings or separately.

- \_\_\_\_\_ floorplan (show on deck floorplan)
- \_\_\_\_\_ elevation (show as part of deck elevations)
- \_\_\_\_\_ all dimensions
- \_\_\_\_\_ roof slope (minimum is 3/12)
- \_\_\_\_\_ style or detail of door

5. Will deck incorporate an underdeck shed? \_\_\_\_\_Yes \_\_\_\_\_No

If “yes,” please indicate the following on deck drawings or separately.

- \_\_\_\_\_ location
- \_\_\_\_\_ dimensions
- \_\_\_\_\_ elevation (show on deck elevations)

6. Will deck incorporate on overhead trellis? \_\_\_\_\_Yes \_\_\_\_\_No

If “yes,” please indicate the following on deck drawings or separately.

- \_\_\_\_\_ location
- \_\_\_\_\_ dimensions
- \_\_\_\_\_ elevation (show on deck elevations)

7. Will deck incorporate a hot tub? \_\_\_\_\_Yes \_\_\_\_\_No

If “yes,” please provide a manufacturer’s brochure and indicate the following on deck drawings or separately.

- \_\_\_\_\_ location (show on deck floorplan)
- \_\_\_\_\_ exterior finish

8. Please indicate here:

A. Type of wood \_\_\_\_\_ (must be pressure treated pine or a naturally weather-resistant wood)

B. Any other visible construction materials \_\_\_\_\_ (Indicate on drawings where other materials will be placed.)

C. Color of wood or other materials.

- \_\_\_\_\_ natural
- \_\_\_\_\_ stained
- \_\_\_\_\_ painted

If stain or paint is to be used, 8 color chips must be provided. Also indicate color of house: \_\_\_\_\_ and color of trim \_\_\_\_\_/

D. Will lattice be used? \_\_\_\_\_Yes \_\_\_\_\_No

If “yes,” please show location on drawings. The DRC recommends landscaping for large pieces of lattice under the deck to soften the visual impact.

**Please see the Community Guidelines Handbook sections on DECKS, GAZEBOS, HOT TUBS and SPAS, and SCREENED PORCHES for more information.**