

**ADDITIONS/ALTERATIONS  
SUBMITTAL REQUIREMENTS**

*(Complete packets to be turned in at time of application)*

- 2 COPIES OF COMPLETE APPLICATION FOR PLAN APPROVAL**  
(Signed by Owner/Builder)
- FILING FEE \$ 35.00**
- REVIEW/INSPECTION FEE \$100.00/ \$170.00**  
(Based on Footprint/ No Footprint Change)
- 2 SETS OF FLOOR PLANS AND ELEVATIONS (1/4" SCALE)**  
(Architectural Quality Drawings)
- 3 COPIES OF UP-TO-DATE SITE PLANS (1"=20' OR 1"=30' SCALE)**  
(Stamped with Worcester County Approval)
- 2 COPIES OF LANDSCAPE PLANS SHOWING SWM AND SHEET FLOW**  
(1"=20' OR 1"=30' SCALE) (Stamped with Worcester County Approval)
- 2 SETS OF SEDIMENT/EROSION CONTROL PLANS**  
(If disturbed area exceeds 5,000 sq. ft. OR 100 cu. yds. fill)
- COPY OF WORCESTER COUNTY BUILDING PERMIT**  
(Copy of White Page)
- 1 COMPLETION AGREEMENT AND DEPOSIT OF (\$250.00/ \$375.00/ \$750.00)**  
(Signed by Owner & Builder)
- APPROVAL LETTER FROM REVIEW COMMITTEES OF THE FOLLOWING  
SECTIONS: 12, 14B, 15B, 16, 17, & 18**
- CURRENT LOCATION SURVEY.**

Revised: 8/12/24

**SEE ARC GUIDELINES**