



THE ROLAND PARK ROADS AND MAINTENANCE CORPORATION

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In order to facilitate the processing and approval of proposed construction or changes to buildings and grounds, complete applications need to include all of the following:

- Plot plan showing the position of the building on the lot and the location of neighbors' buildings. Plot plans allow the committee to evaluate the impact of the proposed project on neighbors. Plot plans are needed even if there are no changes proposed in the building's foundation. (3 copies)
- Plan view of all affected floors showing the existing layout and proposed changes. (3 copies)
- Elevations of the building with proposed changes (3 copies)
- A narrative description of the project.
- A list of materials to be used including window and door models and types, siding, roofing, flashings and gutter materials and types where appropriate. If the materials to be used are new or uncommon, brochures from manufacturers are helpful.
- Color photographs of the area affected by the proposed project.