

EXHIBIT A

PROCEDURE & SUBMISSION REQUIREMENTS

1. At least three weeks prior to the next CADB meeting, applicant submits the “who, what, where, why” house replacement details to County staff. This includes:
 - a. If the request is made by a representative of the farm owner, written verification of authorization to act on behalf of the owner is required.
 - b. A written request explaining the reason for replacement (uninhabitable, design issue, damage, etc.) and reason for relocation (if applicable).
 - c. A map that includes the below details. An aerial image or survey may serve as the base of the map, with details and measurements drawn in.
 - Structures: The square footage of all existing and proposed structures on the farm
 - Driveways: The location of all existing and proposed driveways. The proposed driveway material and width should be included.
 - Landscaping: All proposed landscaping.
 - A sketch, photo, or architectural drawing of the new house that includes footprint dimensions and total living space dimensions.
 - Location of septic system and location of secondary system if required by the municipality.
2. Staff (and/or a non-quorum of Board members) conduct a site visit to confirm the accuracy of the application and gather additional information. Applicant is encouraged to attend to answer questions.
3. Once deemed complete by staff, the housing replacement request will be added to the next regular Board meeting agenda.
4. Staff presents the request at the Board meeting. Applicant is encouraged to attend to answer questions.
5. Action for Resolution of approval or denial may be taken the night of the Board meeting.
6. Staff will send Resolution of approval or denial to the SADC.
7. Copies of all approvals issued by the Municipality shall be provided to County staff for final review.

Adopted:	Effective:	Revision #:	Last Revised:
02-05-24	02-05-24		