

Town of Mount Pleasant
PRELIMINARY Design Review Submittal Check List

October 23, 2007

This form is to be completed by either applicant or their representative and submitted with Preliminary Review plans. Submittals with missing or incomplete information will not be placed on the Design Review agenda and applicants will have to make a new submittal for a future meeting.

NAME OF PROJECT: _____

APPLICANT'S NAME: _____

PRIMARY CONTACT: _____

PHONE: _____ EMAIL: _____

DATE: _____

PRE-APPLICATION REVIEW MEETING DATE: _____

APPLICATION FORM
APPLICATION FEE

PROJECT HISTORY: List the date(s) of ALL other Town approvals for this project if applicable to include: Planning Commission, Town Council, Board of Zoning Adjustments, or Construction Board of Adjustment.

SUBMITTAL PLANS: All plans must be collated and stapled and folded to 8 ½ x 11.

(Select the Review Process for Project as specified on the Design Review Application and submit the required number of plans for that Process.)

STAFF REVIEW SUBMITTAL REQUIREMENTS:

1. One (1) full size set of plans (24 x 36)

DESIGN REVIEW BOARD SUBMITTAL REQUIREMENTS:

1. One full size set of plans (24 x 36) and seven (7) half size sets of plans (11 x 17)

ALL PAGES OF ALL PLANS

1. PROJECT NAME AND ADDRESS in Title Block
2. SUBMITTAL TYPE (Preliminary Design Review) in Title Block
3. DATE OF MEETING in Title Block
4. NORTH ARROW and GRAPHIC AND WRITTEN SCALE

COVER SHEET

1. LOCATION MAP
2. TAX MAP SERIES (TMS) Number(s)
3. STREET ADDRESS (if vacant, have address assigned by Planning Department prior to submittal)
4. ZONING DISTRICT
5. ZONING REQUIREMENTS
 - (a) Setbacks
 - (b) Conditions
6. NAME, ADDRESS, TELEPHONE, EMAIL ADDRESS OF:
 - A. Primary Contact. All correspondence shall go through Primary Contact
 - B. Current Property Owner
 - C. Developer
 - D. Architect
 - E. Engineer
 - F. Landscape Architect
7. IF PART OF A SUBDIVISION
 - (a) Subdivision Name
 - (b) Lot and Block
8. SHEET INDEX

ORIGINAL SURVEY—Copy of original survey used for base maps and designs

STAKING PLAN

1. BOUNDARY DATA AND REFERENCE
2. SETBACK LINES—On all site plans
3. EXISTING AND PROPOSED EASEMENTS—On all site plans
4. PARKING DIMENSIONS AND SIZE
5. BUILDING DIMENSIONS
6. BUILDING SIZE (sq. feet, each floor and total)
7. ADJACENT CURB CUTS both sides of the street for a distance of 200 feet either side of property line
8. DISTANCE TO NEAREST INTERSECTION from proposed curb cuts (measured from point of tangency)
9. PARKING
 - (a) Total Spaces
 - (b) Number allowed by ordinance and cite “use or use category” from zoning code table
 - (c) Regular Spaces
 - (d) Handicap Spaces
 - (e) Parking Ratio
10. STREET/TRAFFIC/PARKING SIGNS AND LOCATIONS
11. EXISTING AND PROPOSED UTILITIES with easements
12. ADJOINING STREET RIGHT-OF-WAY and GEOMETRICS including turn lanes and curb setback
13. BUILDINGS ON ADJACENT PROPERTIES (footprint)

CLEARING, GRADING, AND DRAINAGE PLANS

1. NEAREST BENCH MARK LOCATION
2. EXISTING TOPOGRAPHIC FEATURES including one foot contours lines
3. PRELIMINARY GRADING PLAN – One foot contour lines should detail fill for buildings, building finished floor elevation, and around protected/historic trees.
4. EXISTING AND PROPOSED SYSTEM – Show inlets, pipe network, pond and outfall location, existing and proposed easements.
5. FLOOD ZONE
6. SILT FENCE AND TREE BARRICADE LOCATIONS—include tree barricade detail

LANDSCAPE & TREE REPLACEMENT PLANS

1. BUFFERYARDS—On all site plans
 - A. Locations
 - B. Type
 - C. Size
2. PRELIMINARY LANDSCAPE PLAN
 - A. Bufferyard and Landscape requirements (chart form)
3. TREE SURVEY with Site Plan Overlay
4. TREE PROTECTION (chart form) on tree survey and site plan overlay sheet
 - A. Tree Protection Zone. This is defined as the area centered around the tree, the radius of which is equal to ½ foot for each inch of DBH measurement.
 - B. Details of disturbance within tree protection zones
 - C. HISTORIC TREE REMOVAL: If historic tree removal is requested, provide tree species, size and condition. Additional information may be requested by staff: assessment from a Certified Arborist, explanation regarding requested removal of tree(s) as it pertains to the site.
5. LOCATION OF TREES
 - A. To be SAVED (On all plans)
 - B. To be REMOVED
 - C. HISTORIC TREES
6. TOTAL NUMBER OF TREES (in DBH inches):
 - A. Pre-Development
 - B. To be removed
 - C. Post-Development
7. TREE PROTECTION DETAIL

ARCHITECTURAL PLANS

1. ELEVATIONS. Elevations of all sides of buildings shall be presented.
2. FLOOR PLANS. Floor plans shall be presented depicting the layout of spaces for all levels of the proposed structure. Floor plans should be at the same scale as the elevations.
3. BUILDING DIMENSIONS noted on floor plans and elevations.
4. BUILDING SIZE (sq. feet, each floor and total)
5. MATERIALS. Keyed to elevations.