

DESIGN REVIEW COMMITTEE PLAN SUBMITTAL COMPLETENESS CHECKLIST

Lot: _____
___ Preliminary Design Submittal ___ Final Design Submittal ___ First Submittal ___ Resubmittal

I certify that the drawings accompanying this submittal include the minimum requirements listed on this checklist.

Property Owner, Designer or Builder's Signature

Date

- Two (2) sets of drawings, maximum 24" x36", plus one (1) set digital PDF set of drawings.*
- Drawings are dated. If this is a resubmittal, revised drawings show the date(s) revised and all changes are clouded with a delta corresponding to the applicable revision date.
 - Survey prepared by a registered surveyor or registered civil engineer
 - o Scale: 1" = 30'-0" or larger
 - o Lot boundaries and dimensions
 - o Setbacks and dimensions
 - o Easements
 - o Topography (one foot contours) with elevations noted
 - o Major terrain features (rock outcroppings, washes, etc.)
 - o Vegetation (trees of 8" caliper or greater)
 - o Lot size (measured in SF and in fractions of an acre)
 - o Existing Utilities
- Architectural Site Plan
 - o Scale: 1" = 30'-0" or larger showing entire lot
 - o Building envelope and setbacks
 - o Residence and all other structures including roof overhangs
 - o Finish floor elevations
 - o Conceptual grading & drainage plan
 - o Driveway – call out proposed material and color
 - o Parking area(s) – call out proposed material and color
 - o Trash enclosure
 - o Mechanical equipment locations and proposed screening
 - o Proposed utility meter locations and underground utility routing
 - o Walls and fences
 - o Address sign
 - o Location and size of existing trees. Indicate which trees are proposed to be removed.
 - o Area calculations
 - Total Livable Area
 - Total Non-Livable Interior Area (garage, storage, etc.). Show area for each space.
 - Total Outdoor Porch / Patio / Deck Area
 - Total Area of Driveway and Paving
 - Total Disturbed Area Calculation measured in SF and as a percentage of the gross lot area.

Floor Plans

- o Exterior building dimensions
- o Interior garage dimensions
- o Dimension of garage door to wall face

 Roof Plan

- o Scale: 1/8" = 1'-0" or larger
- o Roof overhang dimensions – all overhangs
- o Roof pitches - all roofs
- o Proposed materials and colors

 Exterior Elevations

- o Scale: 1/8" = 1'-0" or larger
- o Topography – existing and proposed
- o Dimensioned grade to ridge heights
- o Proposed materials and colors

 Additional Requirements for Final Design Submittal

- o Grading & Drainage Plan prepared by a registered civil engineer**
 - Scale: 1" = 20'-0" or larger showing the site area where existing grades are proposed to change.
 - Building envelope and setbacks
 - Proposed residence and all other structures
 - Downspout locations (if any) and edges of roofs that will have sheet flow. Show roof area being drained and slope.
 - Driveway and parking area(s)
 - Finish floor elevations
 - Existing topography @ one foot contours
 - Location and size of existing trees. Indicate which trees are proposed to be removed.
 - Proposed grading @ one foot contours
 - Proposed site walls with top and bottom elevations
 - Percentage of slope in key areas (i.e. driveway)
 - Drainage flows
 - Culvert size and headwall if applicable
 - Statement that "No drainage or run-off will be diverted to adjacent properties."
- o Complete working drawings suitable for Building Permit including architectural details of building components covered in the Design Guidelines.
 - Roof framing plan
 - Roof overhang detail
 - Roof fascia detail
 - Window jamb detail
 - Door jamb detail
 - Garage door jamb detail
 - Elevated deck framing plan
 - Crawl space access and ventilation
- o Exterior lighting plan
 - General description of the fixture type(s).
 - Table summarizing the exterior lighting showing the type of lamp(s) with Kelvin temperature and lumens.

If the DRC reviewer finds these plans do not include all items listed on this checklist the plans will be not be reviewed for compliance with the Design Review Guidelines.

*Added 12/18/2019.

**Revised 12/18/2019. Requirement for conceptual grading and drainage plan added to the Preliminary Plan Submittal Requirements and previous.