

# Final Submittal Checklist

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island SC 29455 • 843.768.3419 • 843.768.0517 (fax)  
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Please check off each item as they apply. If any of the items on the list are not completely addressed and fully completed, the submittal will be considered incomplete and will not be included on the agenda for review. One copy of the each of the following is needed.

- Completed Final Review Form
- Dimensioned Site Plan (1/8" = 1' 0" or 1" = 10' 0")
  - Must show the building footprint including overall dimensions (depth and width) of the house and must demonstrate conformity with all required easements and setbacks.
  - Any variances to established guidelines shall be clearly and specifically addressed in writing and highlighted on drawings. Variances will not be approved after construction begins.
  - Driveways, guest parking, garage backup areas, and walkways must be located and appropriately dimensioned.
  - Service yard, HVAC, and electric meter must be indicated.
  - The following area calculations should be shown:
    1. Area of building footprint (all heated and unheated areas in square feet). This does not include roof overhangs of 2' or less, but does include all cantilevered occupiable spaces.
    2. Area of all raised planters 3' above existing grade and porches.
    3. Total improvement surface area including driveway, walkways, and beach boardwalks.
    4. Total area of high ground of lot in square feet.
    5. Total area of improvements expressed as a percentage of total lot high ground area (above current OCRM critical line).
- Grading and Drainage Plan (1/8" = 1' 0" or 1" = 10' 0")
  - Must be prepared by a SC Registered Landscape Architect.
  - Must show the roof plan.
  - Final grading plan must show that trees and vegetation area not to be damaged by excessive fill.
  - Must show all proposed grading (including landscape berms) and must demonstrate that drainage flow does not adversely affect adjoining property or roadside swales.
  - The plans must include a "note" for the contractor which states: "Final grading must be completed in such a way that it does not adversely affect drainage or vegetation on adjoining property or roadside swales."
  - Must include spot elevations at all building corners, at the base of all stairs, at the garage door, and all corners of the driveways.
- Clearing and Tree/Understory Protection Plan (1/8" = 1' 0" or 1" = 10' 0")
  - The following areas must be noted: the clearing limits, the areas of dense understory growth, the areas where existing vegetation is to be preserved, and the areas where the existing grade will be disturbed.
  - Must show storm water buffer and related drainage issues during construction.
  - Must show the tree and understory protective fencing.
  - Must show location for job material storage, construction dumpster, and temporary toilet.
- Preliminary Landscape Plan (1/8" = 1' 0" or 1" = 10' 0")
  - Must show tree analysis chart.
  - Must show location of the house, driveway, and walks with proposed landscaping concepts as intended to help integrate the building with its environment.
  - Must indicate proposed budget for landscape and irrigation (not including structural hardscape fill). See Landscape Irrigation Budget.
- Color & Materials
  - Must have proposed colors of all exterior materials including siding, trim, brick, mortar, roofing, stucco, and lattice and shall be submitted on a 12" x 24" color sample board.
  - Must have full size, schematic, colored elevations indicating color palette and application. Please note that final approval will be determined at the Onsite Color Review, and is not granted at this submittal.
- Floor Plans (1/4" = 1' 0")
  - Same as Preliminary Floor Plan Requirements.
  - Must depict the layout and relationship of interior spaces for all levels of the proposed building.
- Exterior Elevations (1/4" = 1' 0")
  - Must Represent the flat plane view of all exterior sides of the proposed structure, include elevation within a screen porch.
  - All exterior materials must be accurately and fully depicted.
  - Must show gutters and downspouts if proposed.

EVERY SHEET SUBMITTED MUST BE STAMPED AND SIGNED BY THE SC REGISTERED ARCHITECT, LANDSCAPE ARCHITECT, OR ENGINEER.

FINAL SUBMITTALS ARE DUE AT THE ARB OFFICE BY NOON ON THE FRIDAY PRIOR TO EACH ARB MEETING.