

# Preliminary Submittal Checklist

Kiawah Island 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 physical copy and **one digital copy** of each of the following is needed.

- Review Fee
- Completed Preliminary Review Form
- Building Stakeout
  - \_ Must show location of house, deck, stairs, raised planters, and driveway.
- Required drawing sheet size of 24" x 36" or 30" x 42", one (1) complete unbound set
- Floor Plans (1/4" = 1' 0")
  - \_ Must represent the flat plane view of all exterior sides of the proposed structure.
  - \_ All exterior materials must be accurately and fully depicted from elevation to elevation.
  - \_ Must show gutters and downspouts if proposed.
- Exterior Elevations (1/4" = 1' 0")
  - \_ Must represent the flat plane view of all exterior sides of the proposed structure.
  - \_ All exterior materials must be accurately and fully depicted from elevation to elevation.
  - \_ Must show gutters and downspouts in proposed.
- Grading and Drainage Plan (1" = 10' 0" or 1/8" = 1' 0")
  - \_ Must show setbacks.
  - \_ Must show that trees and vegetation are not to be damaged by fill dirt.
  - \_ Must show all proposed grading (including landscape berms), and must demonstrate that drainage flow does not adversely affect adjoining property or roadside drainage swales.
  - \_ The plan 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, the base of all stairs, the garage door, and all corners of the driveway.
  - \_ Spot elevations for top and bottom of planter or retaining walls, if applicable.
  - \_ Spot elevations for the driveway at regular intervals where it meets the property line and the street and at center of paving.
  - \_ Existing roadside swale and flow patterns, if applicable
- Grading and Drainage Plan PDF
  - \_ Digital copy of proposed Grading and Drainage Plan must be submitted as a PDF via email to [ARB@Kiawah.com](mailto:ARB@Kiawah.com) or on CD with submittal
- Tree/Understory Protection Plan (1" = 10' 0" or 1/8" = 1' 0")
  - \_ Must show setbacks.
  - \_ Must show clearing limits as delineated by protective fencing.
  - \_ Must show areas of dense understory growth, areas where existing vegetation is to be preserved, and trees proposed for removal.
  - \_ Must note areas where the existing grade will be disturbed.
  - \_ Must show job material storage, construction dumpster, and temporary toilet locations.
- Dimension Site Plan (1" = 10' 0" or 1/8" = 1' 0")
  - \_ Must show the building footprint including overall dimensions (depth & width) of the house, and must demonstrate conformity with all required easements and setbacks.
  - \_ Must show the ground floor plan.
  - \_ Any Variances to established guidelines shall be noted and highlighted and brought to ARB attention.
  - \_ Driveways, guest parking, garage backup, and walkways must be located and appropriately dimensioned. Materials should be specified. Proposed driveway dimensions should include length, width, and radii.
  - \_ Service yard, HVAC, and electric meter must be indicated.
  - \_ The following area calculations should be shown:
    1. Total area of high ground of lot in square feet.
    2. Area of building footprint (all heated & unheated areas in sq. ft.). This does not include roof overhangs of 2" or less.
    3. Area of all raised planters 3' above existing grade and porches.
    4. Total improvement surface area including driveway, walkways, and beach boardwalks.
    5. Total area of improvements expressed as a percent of total lot high ground area (above current OCRM critical line).
- Lot Coverage Graphic
  - \_ Must clearly show areas and measurements of all elements included in the calculations of the total lot coverage as well as any supplemental pervious elements. Lot Coverage Percentage is based on the Total Highland Area. The Kiawah ARB includes the building footprint (including cantilevered habitable areas), chimneys, porches, decks, stairs, pools, HVAC stands, primary entry walkway (regardless of permeability), impervious secondary walks or patios, and required driveway elements (regardless of permeability) in the primary lot coverage. There is a secondary allowance for pervious materials not included above (including, but not limited to, pervious at-grade walks, boardwalks, pervious non-required driveway elements).
- Building site sections (scale as necessary)
  - \_ Must show floor and ceiling heights of each habitable floor.
  - \_ Must accurately reflect proposed grading changes and natural topography.