

Conceptual Submittal Checklist

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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.

- A digital copy and Nine (9) bound copies;** Sheet size of 11" x 17" or as needed to meet scale requirements
- Completed Conceptual Review Form
- Site Plan (1" = 1' 10" or 1" = 20' 0")
 - Show ARB Setbacks
 - Lot coverage should be calculated from outside of finished materials.
 - Landscape elements (drives, walkways, etc.) should be reviewed by Landscape Architect.
 - Any Variance to established guidelines should be clearly and specifically addressed in writing and highlighted on drawings.
Variance will not be approved after construction begins.
 - Indicate major features on adjacent properties within 25' of property line.
- Floor Plans (1/8" = 1' 0")
 - Must show proposed heated, screened, and covered square footage calculations as measured from outside face of stud wall for each sheet.
 - Must depict the layout and relationship of interior space for all levels of the proposed building.
- Exterior Elevations (1/8" = 1' 0")
 - Representing the view of all exterior sides of the proposed structure.
 - All materials such as wood, stucco, roofing, and/or masonry elements shall be accurately and fully depicted.
 - Must show height of roof ridge and interior floor levels' relationship to FEMA and adjacent grade.
 - Must graphically show relationship to existing and proposed topographical features.
 - Must be rendered with shadows depicting roof and/or deck overhangs, changes in wall plane, or massing without obscuring base information.
 - One additional sheet displaying all four elevations
- 3-D Perspective sketches and/or models are encouraged.