

# Preliminary 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. 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.
  - One additional sheet displaying all four elevations
- Grading and Drainage Plan (1" = 10' 0" or 1/8" = 1' 0")
  - Must show setbacks.
  - Must show the roof plan.
  - 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.
- 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 roof plan.
  - Any Variances to established guidelines shall be noted and highlighted and brought to ARB attention.
  - 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. Total area of high ground of lot in square feet.
    2. Area of building footprint (all heated & unheated areas in square feet). 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.
- 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.