

Application and Preliminary Design Submission

Date: _____ Lot # _____

Address of Project _____

Owner _____ Architect _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Telephone _____

Email _____ Email _____

Landscape Architect _____ Contractor _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Telephone _____

Email _____ Email _____

PRELIMINARY DESIGN CHECKLIST

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.

- (2) hard copies and digital file in .pdf format
- \$500 remainder of Application Fee
- 1" = 20' scale Site Plan indicating:
 - Existing topography with 2' minimum contour intervals
 - Existing trees greater than 6" diameter at breast height (DBH)
 - New grading lines
 - Driveway layout
 - House footprint and other proposed structures with finished floor elevations
 - Location of proposed hardscape improvements (walls, patios, walkways, etc.)
 - Location of planting beds and conceptual planting plan
 - Limits of disturbance and overall SF of disturbed area
 - Setbacks



- Septic and repair fields
- Proposed utility locations
- Trees identified for preservation with the species, diameter at breast height (DBH)
- Location of tree protection fencing and/or other protection measures
- Location of topsoil and construction material storage areas

- 1" = 20' scale Stormwater Management Plan indicating:
 - Silt fencing and other temporary erosion control measures
 - Location of permanent stormwater control features
 - Preliminary calculations of volume and flow rates

- 1/8" = 1'-0" scale floor plans indicating:
 - Overall dimensions
 - Square footage of conditioned spaces and outdoor spaces
 - Room names

- 1/8" = 1'-0" scale exterior elevations indicating:
 - Exterior windows and doors
 - Height to highest point of roof, dimensioned to grade on front and rear of house
 - Preliminary exterior materials

Notes:

DRC ACTION

Approved _____ Disapproved _____

** See attached comments from the DRC

