



No fees are due with this form

Conceptual Design Review Application (Optional)

The IDC approves architectural aesthetics only. IDC approval is not permission to build. A building permit from the TOMP & approval in writing from the IDC are both needed to build/install/enclose any structure on your property.

- Select appropriate project: _____ Structural change to property less than 625 sq. ft.
 _____ Structural change to property greater than 625 sq. ft.
 _____ New Home Construction.

Date: _____

Address: _____ Lot Number: _____

Owner(s): _____

Address: _____

Phone: _____ Email: _____

Submittal Requirements: One hardcopy of complete application package must be submitted, by the deadline, to the IDC for review. It's the homeowner's responsibility to print out & supply all requirements to complete the submittal and deliver it to the IDC office for review. This pertains to all additional items and/or revisions requested by the IDC after the initial review.

- _____ Current professional survey done by a licensed professional surveyor including existing trees.
- _____ Provide existing or proposed structural footprint overlaid on current survey with the calculated used and available buildable coverage and indicating which existing trees will remain. (Min. Scale 1/8"=1'-0" or 1'=20')
- _____ Zoning letter from the Town of Mt. Pleasant identifying the lot type.
- _____ Photos of all 4 sides of existing house & structures on property OR of the existing lot if for new home construction application.
- _____ Brief statement outlining site planning and new structure/house design.

Optional submittal items:

- _____ Elevation Plans (Min. Scale 1/4"=1'-0")
- _____ Floor Plans (Min. Scale 1/4"=1'-0")
- _____ Any photos or drawings being used for inspiration (optional).

Note: Complete hardcopy applications must be submitted by noon on Tuesday prior to an IDC meeting. The complete application should be e-mailed to ion@outlook.com for filing purposes. IDC meetings are held the 1st and 3rd Tuesdays of the month unless otherwise noted. The IDC has 30 days from the submission date to notify you of their decision. IDC approval is valid for 6 months. If approved project isn't started within 6 months from approval date or if a reviewed application requiring additional items to be submitted has nothing submitted within 6 months, the application expires, and a new application will be required. Approved projects must be completed in 12 months from approval date.