



No fees are due with this form.

Conceptual Design/Review Application (Optional before a preliminary review)

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 below:

- Structural Change less than 625 sq. ft
- Structural Change greater than 625 sq. ft.
- New Home Construction
- Major Landscape Changes

Date: _____

Address: _____ Lot Number: _____

Owner(s): _____

Address: _____

Phone: _____ Email: _____

Submittal Requirements: One hardcopy of the complete application package must be delivered to the IDC office for IDC review. It is the homeowner’s responsibility to print/supply the application requirements and to deliver the complete application package to the IDC office for a review. Also, email the complete application in PDF format in one email for digital filing purposes.

1. A Current “as built” survey done by a licensed professional surveyor including all existing trees.
2. Provide the proposed plan overlaid on current survey and the existing and proposed buildable coverage percentages. Indicate any existing trees will be removed. (Min. Scale 1/8”=1’-0” or 1”=20’)
3. Zoning letter from the Town of Mt. Pleasant identifying the lot type.
4. Photos of all elevations of existing house & structures on property OR pictures of the existing lot for new home construction applications.
5. Brief statement outlining proposed new site plan and any new structure or new house design.

Optional submittal items:

6. Elevation Plans (Min. Scale 1/4”=1’-0”)
7. Floor Plans (Min. Scale 1/4”=1’-0”)
8. Any photos or drawings being used for inspiration (optional).

Important IDC information.

1. IDC meetings are held the 1st and 3rd Tuesdays of the month unless otherwise noted.
2. The IDC has 30 days, from the date that a complete application was submitted, to notify you of their decision.
3. IDC approval is valid for 6 months. If an approved project is not started within 6 months from approval date, the approval expires. If an application is reviewed but not approved with additional items requested to be submitted and those items are not submitted within 6 months, the application expires.
4. Once an application or an approval expires, a new application and fees must be submitted to move forward with the proposed project.
5. Approved projects must be completed within 12 months from the initial approval date.