

Application Checklist for Structural Changes

(For either application. Less than 625 sq. ft. or Greater than 625 sq. ft.)

Attached additions & Detached outbuildings (I.E., garages, carports, porched, sunrooms, ADU, sheds, pool houses, etc.) For enclosing an existing porch or carport, structural design changes to one or more elevations, installing pools and/or solar panels. See separate checklist for pools & solar panels.

Required items:

_____ Review Fee

_____ Homeowner Deposit Fee _____ Contractor Deposit fee

_____ Signed Homeowner Agreement

_____ Zoning letter from TOMP stating lot type*

**A zoning letter and existing and proposed building lot coverage are required for structural changes.*

_____ **As Built Survey:** A current as built survey (within 1 year) by licensed professional surveyor indicating: property lines, easements, setbacks, critical lines, structures, hardscaping, size, species, and location of all trees 6" DBH or greater and any other significant site features. (Min. Scale 1/8"= 1'-0" or 1"=10')

_____ Provide Existing and proposed **building coverage percentage***

_____ **Pictures** of house elevations (front, sides, rear) showing existing landscape and surrounding area affected by changes to the proposed landscape.

_____ **Site Plan** of proposed structural changes **scaled and overlaid on the survey.** It is highly recommended that the architectural plans be prepared by a licensed professional Architect or Design professional.

Site Plan to include: (minimum Scale 1/8"=1'-0" or 1"=10')

- North arrow
- Accurate lot lines including dimensions, metes, and bounds.
- All buildings, structures, fences, setbacks, sidewalks, easements, and street rights-of-way contiguous to the lot required per The I'On Code
- All existing trees six (6) inches or greater in caliper identifying those to be removed, and tree protection zone of trees to remain, including those encroaching from adjacent property, as required by Town of Mt. Pleasant Tree Ordinance
- Building footprint with overall dimensions and distances between proposed structures and property lines
- Any proposed drainage improvements & erosion control devices
- Roof overhangs shown as dashed lines.

- Driveways, walks, landscape areas, hardscape areas, pools, etc.
- Existing Fences with heights and material.
- Water, sewer, and electrical service.
- Location of all exterior equipment, including, but not limited to, electric meter, air conditioning condenser, propane tank, pool equipment, etc.
- All elements required by Community Patterns.

Architectural Plans to include:

Floor Plans showing: (Minimum Scale 1/4"=1'-0")

- all rooms, porches, landings, and stairs on all structures, dimensioned.
- all windows and exterior doors with swings shown.
- overhangs of floors and roofs shown as dashed lines.

Elevations showing: (Minimum Scale 1/4"=1'-0")

- openings, doors, and windows.
- exterior finish materials identified and rendered.
- all finish floor elevations and ceiling heights dimensioned in relation to the finished exterior grade.
- eave and roof ridge(s) dimensioned in relation to the finished exterior grade.
- Roof pitches.

Typical Wall Section: labeled and dimensioned showing: (Minimum Scale 3/4"= 1'-0")

- floor and ceiling heights.
- foundation, wall, floor, and roof structure.
- window head and sill heights.
- porch foundation wall, pier screening, deck and framing, trim ceilings, columns, railings, eaves, and roof, for all porch conditions.
- Eave and roofs detailed and dimensioned from grade.
- Roof pitches
- Exterior finish materials

Typical Porch Section(s) Fully dimensioned and noted. (Minimum Scale 3/4"=1'-0")

- for each type of porch.
- show adjacent wall.

Building Sections: If requested & taken through major living areas.

(Minimum Scale 1/4"=1'-0")

- rooms – labeled.
- eave, roof ridge(s), all finish floor elevations, and ceiling heights, dimensioned in relation to the finished exterior grade.
- Roof pitches

Exterior Details: Unless exactly matching existing. (Minimum Scale 1 ½ " = 1'-0")

- Fully dimensioned sections and elevations showing eave and cornice details.
- chimney details; column details.
- porch and railing details.
- window-head, jamb, and sill details; door and door frame details.
- major architectural elements, i.e., entry surrounds, balconies, bays, dormers, foundation vents, porch pier screening, etc.
- exterior siding details (corner boards, foundation, jointing, brick bonds, etc.).
material designations - labeled and dimensioned.

_____ **Specification sheets with photos for exterior elements indicating:**

(Unless exactly matching existing.)

- Color
- Style/design
- Refer to the individual application checklist for details.

_____ **Exterior color chips or stain color.** (Unless exactly matching existing.)

_____ **Landscape Plan** by Final Design review. (Minimum scale 1/8" = 1'-0" or 1" = 10')

- Refer to the Major landscape application checklist for submission requirements.

Include the following on the site plan only if applicable to your proposed changes & provide the additional information requested for applicable item.

_____ **Tree Removals** indicating:

- Existing & proposed tree removals for trees 6" DBH showing size, species, and location.
- Submit a copy of the TOMP's written permission allowing removal of a protected and/or historic tree and tree mitigation schedule if required by TOMP.
- Letter from a certified Arborist may be required for removal.

**Trees 16" DBH are protected and must have TOMP approval to be removed. Exception are Gum, Bradford Pear, China Berry, Pines, River Birch, Mimosa, Chinese Tallow, Camphor, and White Poplar (unless located within a buffer or Right-of-Way or easement)*

**Trees with a diameter of 24" or greater are considered historic and approval from the Board of Zoning Appeals may be required prior to removal.*