

Application Checklist for New Home Construction Preliminary Review

Required items:

_____ Review Fee _____ Signed Homeowner Agreement

_____ Homeowner Deposit Fee _____ Contractor Deposit fee

_____ **Zoning letter** from TOMP stating lot type*
**A zoning letter and existing and proposed building lot coverage is required for structural changes.*

_____ **Survey:** current (within 1 year) by licensed professional surveyor indicating: property lines including dimensions, easements, setbacks, critical lines, sidewalks, street rights-of way contiguous to the lot and location of all trees 6" caliper or greater.

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

_____ **Pictures** of existing property and surrounding area (i.e. sidewalks, Right-of-Way, alley views, street views, neighboring houses, etc.) Identify trees on the property and trees close to the property line in neighboring properties.

_____ **Site Plan scaled and overlaid on the survey.** Site & architectural plans should be prepared by a licensed professional Architect or Design professional. Minimum submittal size for Architectural & Landscape plans is 11" x 17". A larger size is better for a first preliminary review.

Site Plan Min. scale 1/8"=1'-0" or 1"=10' and to show:

- North arrow
- Accurate lot lines including dimensions, metes, and bounds.
- Required build-to-lines per The I'On Code
- All existing trees with a six (6) inch DBH or greater & identify those to be removed, & 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. Setbacks, sidewalks, easements, and street rights-of-way contiguous to the lot.
- Any proposed drainage improvements & erosion control devices
- Roof overhangs shown as dashed lines.
- Driveways, walks, landscape areas, hardscape areas, pools, etc.
- Fences and/or walls with dimensions, heights, and material details.
- Landscape & hardscape plan.
- 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.

Grading Plan (if applicable) showing: (Minimum scale 1/8"=1'-0" or 1"=10')

- Existing contours
- Any proposed changes
- Any proposed drainage improvements & erosion control devices

Architectural Plans to include:

Floor Plans: Minimum Scale 1/4"=1'-0" Showing

- 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.
- Foundation plan
- Roof plan

Elevations: Minimum Scale 1/4"=1'-0" Showing:

- 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: Minimum Scale 3/4"= 1'-0", labeled and dimensioned Showing:

- 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 roof detailed and dimensioned from grade.
- Roof pitches
- Exterior finish materials

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

- For each type of porch.
- Show adjacent wall.

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

Minimum Scale 1/4"=1'-0" Showing:

- 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: Minimum Scale 1 1/2"=1'-0" showing:

- Fully dimensioned sections and elevations showing eave and cornice details.
- Chimney details; column details.
- Porch and railing details.
- Door & door frame 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 & details for exterior elements indicating:**

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

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

_____ **Preliminary Landscape Plan.**

- Refer to the New Construction landscape application checklist for submission requirements.

Include the following on the site plan only if applicable to your proposal & provide the additional information requested.

_____ **Tree Removals** indicating:

- Existing trees & proposed tree removals for trees with a 6" DBH or greater. Identify size, species, and location.
- If removing a tree(s) with a 16" DBH or greater, submit a copy of the TOMP's written permission allowing removal of the tree(s) and the tree mitigation schedule if required by the TOMP.

**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.*

**Architectural plans should be printed and submitted on a minimum paper size of 11" x 17".
A larger size is better for a first preliminary review.**