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.*