# Town of Mount Pleasant
# FINAL Design Review Submittal Check List

June 1, 2014

This form is to be completed by either applicant or their representative and submitted with Final Design Review plans. Submittals with missing or incomplete information will not be placed on the Design Review agenda and applicants will have to make a new submittal for a future meeting.

NAME OF PROJECT
_____

APPLICANT'S NAME
_____

PRIMARY CONTACT
_____

PHONE _____ EMAIL
_____

DATE _____

PRELIMINARY DESIGN REVIEW APPROVAL DATE:
_____

**PROJECT HISTORY:** List the date of the meeting and type of request for this property at the following: Planning Commission, Town Council, Board of Zoning Adjustments, Construction Board of Adjustment.

**SUBMITTAL PLANS:** All plans must be submitted electronically as a single, multi-page PDF, scalable at approximately 11 x 17 size. Please make certain all security features, including password protection, are disabled.

1. One (1) set of PDF, digital plans scaled to 11 x 17. Make certain all plans are scalable and all security features, including password protection, are disabled.

### *ALL PAGES OF ALL PLANS*

1. PROJECT NAME AND ADDRESS in Title Block
2. SUBMITTAL TYPE (ex. Final Design Review) in Title Block
3. DATE OF MEETING in Title Block
4. NORTH ARROW and GRAPHIC AND WRITTEN SCALE
5. APPROVAL STAMP BLOCK. In the upper right hand corner of each sheet please leave a designated space in the same spot on each plan sheet for Design Review & Building Permit Approval Stamps (see example at end of checklist).

## *COVER SHEET*

1. LOCATION MAP
2. TAX MAP SERIES (TMS) Number(s)
3. STREET ADDRESS (if vacant, have address assigned by Planning Department **prior to submittal** )
4. ZONING DISTRICT
5. ZONING REQUIREMENTS:
   (a) Setbacks
   (b) Conditions
6. NAME, ADDRESS, TELEPHONE, AND E-MAIL ADDRESS OF:
   (a) Primary Contact. All correspondence shall go through Primary Contact
   (b) Current Property Owner
   (c) Developer
   (d) Architect
   (e) Engineer
   (f) Landscape Architect
   (g) Lighting Engineer
7. IF PART OF A SUBDIVISION
   (a) Subdivision Name
   (b) Lot and Block
8. SHEET INDEX

***ORIGINAL SURVEY*** –Copy of original survey used for base maps and designs

## *STAKING PLAN*

1. BOUNDARY DATA AND REFERENCE
2. SETBACK LINES with dimensions noted on all site plans
3. EXISTING AND PROPOSED EASEMENTS–On all site plans
4. PARKING DIMENSIONS AND SIZE (graphically noted and plans to scale)
5. BUILDING DIMENSIONS (graphically noted and plans to scale)
6. BUILDING SIZE (sq. feet: each floor and total)
7. ADJACENT CURB CUTS both sides of street for a distance of 200 feet either side of property line
8. DISTANCE TO NEAREST INTERSECTION from proposed curb cuts (measured from point of tangency)
9. PARKING
   (a) Total Spaces
   (b) Number allowed by ordinance and cite “use or use category” from zoning code table
   (c) Regular Spaces

(d) Handicap Spaces
(e) Parking Ratio

10. STREET/TRAFFIC/PARKING SIGNS AND LOCATIONS
11. EXISTING AND PROPOSED UTILITIES with easements
12. ADJOINING STREET RIGHT-OF-WAY and GEOMETRICS including turn lanes and curb setback
13. BUILDINGS ON ADJACENT PROPERTIES (footprint) or AERIAL IMAGE
14. ADA TRUNCATED DOME DETAIL

## *CLEARING, GRADING, DRAINAGE, & STORMWATER POLLUTION PREVENTION PLANS*

1. BENCH MARK
2. EXISTING TOPOGRAPHIC FEATURES include one foot contour lines, may need offsite information as it pertains to runoff direction and elevation of nearest structures.
3. GRADING DRAINAGE PLAN - One foot contour lines supplemented as necessary, existing and proposed spot elevations, building finished floor elevation, fill around protected and historic trees, utilities, pond staging elevations.
4. SILT FENCE AND TREE BARRICADE LOCATIONS–include tree barricade detail
5. FLOOD ZONE
6. UTILITY LOCATIONS-Show proposed route for all utilities to site.

## *LANDSCAPE AND TREE REPLACEMENT PLAN*

1. BUFFERYARDS (On all site plans)
   A. Location
   B. Type
   C. Size

2. FINAL LANDSCAPE PLAN
   A. Bufferyard and Landscape requirements (chart form)
   B. Plant Schedule (size and species)
   C. Planting Details

3. TREE SURVEY with Site Plan Overlay, signature and seal of registered engineer or surveyor

4. TREE PROTECTION (chart form) on tree survey and site plan overlay sheet
   A. At least 160 caliper inches per acre. This can be satisfied by counting any protected trees retained on site and any canopy trees planted on site.
   B. The minimum size for replacement trees is 4 inches in caliper and 16'-18' in height.
   C. Tree Protection Zone. This is defined as the area centered around the tree, the radius of which is equal to ½ foot for each inch of DBH measurement.
   D. Details of disturbance within tree protection zones

E. HISTORIC TREE REMOVAL: tree species, size and condition. Additional information as requested: assessment from a Certified Arborist, written or illustrative explanation regarding requested removal of tree(s) as it pertains to the site.

## *LANDSCAPE AND TREE REPLACEMENT PLAN* *(continued)*

5. LOCATION OF TREES:
   A. To be SAVED (On all plans)
   B. To be REMOVED
   C. HISTORIC TREES

6. TOTAL NUMBER OF TREES (in DBH inches):
   A. Pre-Development
   B. To be removed
   C. Post-Development

7. TREE PROTECTION DETAIL

8. DUMPSTER ENCLOSURE AND ELEVATION DETAIL

## *PHOTOMETRIC PLAN*

1. SITE PLAN not more than 1" = 20' minimum. Lighting plan should ideally be overlaid on landscape plan.

2. ILLUMINATION CALCULATION showing:
   A. Light levels in FOOTCANDLES at points located on 10' center grid
   B. Maximum to Minimum Ratio
   C. Average Maximum to Minimum Ratio
   D. Uniformity Level

3. FIXTURE SCHEDULE

   A. fixture design
   B. type of lamp (incandescent, fluorescent, metal halide, LED, etc.)
   C. wattage of each fixture (chart form) wattage should not exceed 250 watts unless specifically allowed by ordinance
   D. manufacturer's cut sheet.

4. POLE AND BASE DESIGN (mounting) for each type of light fixture. (On photometric plan or separate sheet within plans (same size as all other pages)).

## *ARCHITECTURAL PLANS*

1. ELEVATIONS. Elevations of all sides of buildings shall be presented. Elevations shall accurately represent a view of all sides of the building. Floor elevations must be delineated and existing and proposed grade levels must be shown. Label all exterior materials and note all materials and manufacturers in notes field of plans.

2. FLOOR PLANS. Floor plans shall be presented depicting the layout of spaces for all levels of the proposed structure. Floor plans should be at the same scale as the elevations.

3. MECHANICAL AND ELECTRICAL UNITS. Show all exterior

A. HVAC equipment
B. Electric meters
C. Transformers
D. Building mounted electrical panels
E. All Building mounted light fixtures, manufacturer’s cut sheet

4. BUILDING SECTIONS. Drawn at scales as necessary for clarification or construction.

5. DETAILS. Typical Wall Section
   A. Typical Wall Section
   B. Wall Section through window and door
   C. Window and door details
   D. Exterior Trim
   E. Signs.
   F. Exterior walls and/or fences, mechanical screens
   G. Roof mounted mechanical unit screens.
   H. Other details as needed for clarity for construction.
   I. Manufacturer’s catalog cut sheet of building mounted lights

6. EXTERIOR MATERIALS keyed to elevations.