

Town of Mount Pleasant Non-commercial Design Review Submittal Check List

August 5, 2015

This form is to be completed by either applicant or their representative and submitted with non-commercial Design Review plans. Submittals with missing or incomplete information will not be reviewed and applicants will have to complete a new submittal.

NAME OF PROJECT

APPLICANT'S NAME

PRIMARY CONTACT

PHONE

EMAIL

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.

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 SUBMITTAL 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.

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

TREE SURVEY WITH SITE PLAN OVERLAY

SITE 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. ADJOINING STREET RIGHT-OF-WAY and GEOMETRICS including turn lanes and curb setback
12. BUILDINGS ON ADJACENT PROPERTIES (footprint) or AERIAL IMAGE
13. ADA TRUNCATED DOME DETAIL

GRADING & DRAINAGE PLAN

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

UTILITY PLAN

1. EXISTING AND PROPOSED UTILITIES WITH
 - a. Existing trees to be saved
 - b. Utility easements

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
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 $\frac{1}{2}$ 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.
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