



**TOWN OF MOUNT PLEASANT, SOUTH CAROLINA  
PRELIMINARY DESIGN REVIEW SUBMITTAL CHECKLIST**

September 22, 2023

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

DATE: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PRE-APPLICATION REVIEW MEETING 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. Preliminary 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). Plans will only be stamped approved upon receiving FINAL Design Review approval.

6. ENVIRONMENTAL GUIDELINES POINT CHART AND TECHNIQUES (as applicable)

**COVER SHEET**

1. LOCATION MAP
2. TAX MAP SERIES (TMS) Number(s)
3. STREET ADDRESS (if vacant, have address assigned by PLAN Department **prior to submittal**)
4. LOT SIZE (acreage)
5. ZONING DISTRICT
6. ZONING REQUIREMENTS
  - A. Setbacks
  - B. Conditions
7. NAME, ADDRESS, TELEPHONE, EMAIL 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
8. IF PART OF A SUBDIVISION
  - A. Subdivision Name
  - B. Lot and Block
9. 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 UTILITIES with easements
4. EXISTING AND PROPOSED EASEMENTS—On all site plans
5. PARKING DIMENSIONS AND SIZE (graphically noted and plans to scale)
6. BUILDING DIMENSIONS (graphically noted and plans to scale)
7. BUILDING SIZE (sq. feet, each floor and total)
8. ADJACENT CURB CUTS both sides of the street for a distance of 200 feet either side of property line
9. DISTANCE TO NEAREST INTERSECTION from proposed curb cuts (measured from point of tangency)
10. 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
11. STREET/TRAFFIC/PARKING SIGNS AND LOCATIONS
  12. EXISTING AND PROPOSED UTILITIES with easements
  13. ADJOINING STREET RIGHT-OF-WAY and GEOMETRICS including turn lanes and curb setback
  14. BUILDINGS ON ADJACENT PROPERTIES (footprint) or AERIAL IMAGE

#### **CLEARING, GRADING, AND DRAINAGE PLANS**

1. NEAREST BENCH MARK LOCATION
2. EXISTING TOPOGRAPHIC FEATURES including one foot contours lines
3. PRELIMINARY GRADING PLAN – One foot contour lines should detail fill for buildings, building finished floor elevation, and around protected/historic trees.
4. EXISTING AND PROPOSED SYSTEM – Show inlets, pipe network, pond and outfall location, existing and proposed easements.
5. FLOOD ZONE
6. SILT FENCE AND TREE BARRICADE LOCATIONS—include tree barricade detail
7. UTILITY LOCATIONS-Show proposed route for all utilities to site.

#### **LANDSCAPE & TREE REPLACEMENT PLANS**

1. BUFFERYARDS—On all site plans
  - A. Locations
  - B. Type
  - C. Size
2. PRELIMINARY LANDSCAPE PLAN
  - A. Bufferyard and Landscape requirements (chart form)
3. TREE SURVEY with Site Plan Overlay
4. TREE PROTECTION (chart form) on tree survey and site plan overlay sheet
  - A. Tree Protection Zone shown on all plans. 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.
  - B. Details of disturbance within tree protection zones

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

### **ARCHITECTURAL PLANS**

1. ELEVATIONS. Elevations of all sides of buildings shall be presented.
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. BUILDING DIMENSIONS (width and overall height from grade) noted on floor plans and elevations.
4. BUILDING SIZE (sq. feet, each floor and total)
5. PROPOSED MATERIALS. Keyed to elevations.