



THIS FORM MUST BE COMPLETED FOR EACH SUBMISSION AND MARKED ACCORDINGLY.

PALMETTO DUNES ARB Plan Submission Procedures & Checklist

Note: Any submission at any stage that does not include all plans, materials, applications, details, and other items as required will be rejected by the ARB Manager and not be placed on the ARB agenda until all requirements have been met.

DENOTE WHICH PAGE REQUIRED ITEMS ARE LOCATED ON IN THE LEFT-HAND COLUMN. ANY CHANGES OR MODIFICATIONS TO PLANS MUST BE DETAILED ON THE ARB CHANGE ORDER FORM AND HIGHLIGHTED ON THE PLANS. Only one set of plans is required.

CONCEPTUAL PLAN REQUIREMENTS:

Provide **one** set of plans with original signature, date, and stamp of architect and/or designer on each page, as well as a digital .pdf.

1. An artist's rendering or a schematic rendering of the proposed improvement **MAY** be submitted to see if a particular style or design is suitable (provide one paper copy and one digital .pdf). Submittals at this stage may be directed at specific design issues and if so, the submission should be sufficiently complete to allow the committee to understand the issue and to make an informed decision. Include elevations, a layover of proposed house footprint on a current site plan (with tree survey) and floor plans. Approval at this stage does not preclude the committee from addressing issues in subsequent reviews.

PRELIMINARY PLAN REQUIREMENTS:

Provide **one** set of plans with original signature, date, and stamp of architect and/or designer on each page, as well as a digital .pdf.

1. Acquire Tree, topographic and boundary survey of existing property (provide one paper copy and one digital .pdf)
2. Provide site plan to scale, overlaid on tree & topographic survey, indicating all structures and improvements with an indication of trees to remain and trees to be removed. All setbacks shown and any encroachment clearly identified.
3. A 1/8 inch per foot, three-dimensional scale model, or photo realistic 3D rendering, is required for a home plan submitted which is 4,000 heated square feet or more (provide one paper copy and one digital .pdf). ***The ARB will notify you at which point during the submission process the model should be submitted.**
4. Elevation drawing at 1/4" = 1' (provide one paper copy and one digital .pdf)
5. Floor plans at 1/4" = 1' (provide one paper copy and one digital .pdf)
6. Spot elevations for anything outside the setback lines and a notation of the highest natural grade on the site.
7. Indicate enough of adjacent structures to show relationship to submission.
8. If applicable, a pool plan must be submitted showing construction details as well as providing samples for pool interior, tile and decking. If a spa is added, a cross section with elevation of the highest points and location to setbacks must be submitted. Pool deck height must be shown on plans (provide one paper copy and one digital .pdf).
9. Color Board: Completely identify exterior colors, materials and pattern/ textures. (Samples required). Color samples may be submitted at a small scale but must be displayed later at the job site for the ARB to make its final evaluation. Note pattern and texture of driveways and walks. **Roof sample must be at least 12" square.**
10. Must show impervious to lot ratio on plan. The impervious to ratio for all new construction must be no more than 35 percent.
11. Must show calculations for the 70 percent buildable area as well as the 75 percent second floor vs first floor.

Grading/Drainage Plan: Scale of 1/8" = 1' (provide one paper copy and one digital .pdf)

- ___ 1. Provide tree and topographic survey showing location and species of trees six inches or larger in diameter at a height of four feet above ground indicate the grading and drainage.
- ___ 2. Fill plan (indicating runoff and tree preservation method)
- ___ 3. Indicate the location and identification of special features. (e.g., drainage ditches, lagoon, easements, adjacent structures, golf course fairways, tennis courts, etc.).
- ___ 4. Indicate access streets, walkways, drives and other exterior improvements on site plan. (Indicate color/ texture).
- ___ 5. Indicate culvert(s) location, size, and flow direction.
- ___ 6. Plans for waterfront construction are to indicate location of temporary debris control fence.
- ___ 7. Plans show impervious to lot ratio.
- ___ 8. A profession drainage plan is required for all submissions and must be prepared and sealed by a licensed SC Civil Engineer or by a SC registered Landscape Architect experienced in drainage and grading.

Landscape Plans & Elevations: Scale of 1/8" = 1' (provide one paper copy and one digital .pdf)

- ___ 1. Show plants at installed size. Plants must cover 50%+ of the foundation width and height and provide screening for pools and spas upon installation.
- ___ 2. Provide exterior elevations with foundation planting drawn to scale at time of installation.
- ___ 3. Include a plant list with common and botanical names, height and spread at installation.
- ___ 4. Profession drainage plan must comply with site and landscape plans.
- ___ 5. Coordinate with and relate to adjoining landscape.
- ___ 6. Show all landscape lights and submit a cut sheet.

Roof Plan: (provide one paper copy and one digital .pdf)

- ___ 1. Outline plan below to indicate overhangs.
- ___ 2. Show peaks, valleys, crickets and sheds
- ___ 3. Draw dormers, chimneys, vents and other features.
- ___ 4. Indicate slope direction and pitch
- ___ 5. Indicate gutters and downspout locations as applicable
- ___ 6. Indicate the overall height of the highest ridge or peak of the roof in AMSL format.

FINAL PLAN REQUIREMENTS:

Provide **one** set of plans with original signature, date, and stamp of architect and/or designer on each page, as well as a digital .pdf.

Site Plan: Scale of 1/8" = 1' (provide one paper copy and one digital .pdf)

- ___ 1. Site plan overlaid on tree & topographic survey, indicating all structures and improvements with an indication of trees to remain, how they will be protected and the trees to be removed. All setbacks shown and any encroachment clearly identified.
- ___ 2. Indicate enough of adjacent structures to show relationship to submission.
- ___ 3. Show location of contractor's ID sign, dumpster, outdoor toilet, and construction parking.
- ___ 4. Provide foundation plans if other than slab on grade.
- ___ 5. Provide service yard details to include screening materials, service court and compressor screen fence. (If shown on other sheets, indicate on site plan the location of the details.)
- ___ 6. Indicate service yard's relationship to lot for water, electricity, cable, and telephone.
- ___ 7. Indicate location and type of any yard lights. If shown on landscape plan, indicate on site plan.
- ___ 8. Indicate all planting areas and beds on all sides of the house.
- ___ 9. A path to the service yard needs to be shown on the site plan. If shown on landscape plan, indicate on site plan.
- ___ 10. Must show impervious to lot ratio on plan. The impervious to ratio for all new construction must be no more than 35 percent.

Floor Plan: Scale at 1/4" = 1' (provide one paper copy and one digital .pdf)

- ___ 1. Indicate all walls, doors, and windows. Plans should be complete and ready for construction.
- ___ 2. Provide enclosed heated/air-conditioned square footage (stated by floor).
- ___ 3. Doors & windows keyed to schedule
- ___ 4. Fully Dimensioned plans

- ___ 5. Must show calculations for the 70 percent buildable area as well as the 75 percent second floor vs first floor.

Elevation Drawings: Scale $\frac{1}{4}'' = 1'$ (provide one paper copy and one digital .pdf)

- ___ 1. Indicate floor-to-floor heights on each elevation.
___ 2. Indicate minor elements not detailed elsewhere (such as quoins and stucco rustication).
___ 3. Indicate all finished floor heights including the garage, the service yard, pool decks, decks and patios, plate height for the upper floor and the overall height of the highest ridge or peak of the roof above 1st finished floor and AMSL (Height limit established by DCG's at 47' AMSL)
___ 4. Note all materials.
___ 5. Show all service yards, stair rails, raised pool structures, planters, and decks on elevations.

Detail Drawings: Keyed to plans and elevations (provide one paper copy and one digital .pdf)

- ___ 1. Typical wall sections showing all eave rake and base conditions. (Required)
___ 2. Patio wall section, if appropriate.
___ 3. Show column-base and capital (include relationship to beam above)
___ 4. Show railings (including supporting newel posts and rail terminations)
___ 5. Steps
___ 6. Screen porch
___ 7. Typical window details
___ 8. Window schedule (include material, glazing).
___ 9. Louver and/or hog board (include relationship to attached walls, base, etc.)
___ 10. Dormer – rake, eave, base.
___ 11. Trim projections where not clearly described elsewhere.
___ 12. Pool plan must include a cross section elevation of the highest points; pool tile and decking.
___ 13. Flood vents.

Electrical Plan: (provide one paper copy and one digital .pdf)

- ___ 1. Provide an electrical schedule and legend
___ 2. Provide electrical panel and meter locations
___ 3. Exterior lighting source may be on site plan or landscape plan
___ 4. Catalog cuts of exterior lighting (cuts should provide as a minimum a photo, style, finish, and lamp wattage including model number and cross referenced to electrical plans and schedules.)

Required Cut Sheets: (provide one paper copy and one digital .pdf)

- ___ 1. Front Door
___ 2. Garage Doors
___ 3. Exterior Lights
___ 4. Landscape Lights
___ 5. Chimney Pot
___ 6. Skylights
___ 7. Railings
___ 8. Decorative Corbels
___ 9. Pool Tile, Interior and Decking
___ 10. Water Features, if any
___ 11. Statues
___ 12. Windows