

## PRELIMINARY SUBMITTAL CHECKLIST

Cassique Architectural Review Board • 7 Beachwalker Drive, Building #8 • Kiawah Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)

*Please check off each item as they apply. If any of the items on the list are not completely addressed and fully completed, the submittal will be considered incomplete and will not be included on the agenda for review.*

- Review Fee
- Required drawing sheet size of 24" x 36" or 30" x 42", one (1) complete set
- Completed Preliminary Review Form
- Building Stake out
  - \_\_\_ Must show location of house, decks, stairs, raised planters, and driveway.
  - \_\_\_ Trees to be removed should be "flagged" with red surveyor's ribbon.
- Floor Plans (1/4" = 1' 0")
  - \_\_\_ Must depict the layout and relationship of interior space for all levels of the proposed building.
  - \_\_\_ Must show proposed heated and screened square footage calculations as measured from the outside face of stud wall for each floor.
- Exterior Elevations (1/4" = 1' 0")
  - \_\_\_ Must represent the flat plane view of all exterior sides of the proposed structure.
  - \_\_\_ All exterior materials must be accurately and fully depicted from elevation to elevation.
  - \_\_\_ Must show gutters and downspouts if proposed.
- Grading and Drainage Plan (1"=10' 0" or 1/8"=1' 0")
  - \_\_\_ Show Setbacks
  - \_\_\_ Must show the roof plan.
  - \_\_\_ Must show that trees and vegetation are not to be damaged by fill dirt.
  - \_\_\_ Must show all proposed grading (including landscape berms), and must demonstrate that drainage flow does not adversely affect adjoining property or roadside drainage swales.
  - \_\_\_ The plan must include a "note" for the contractor which states: "Final grading must be completed in such a way that it does not adversely affect drainage or vegetation on adjoining property or roadside swales."
  - \_\_\_ Must include spot elevations at all building corners, the base of all stairs, the garage door, and all corners of the driveways.
- Dimension Site Plan (1/8" = 1' - 0" or 1" = 10' 0")
  - \_\_\_ Must show the building footprint including overall dimensions (depth & width) of the house, and must demonstrate conformity with all required easements and setbacks.
  - \_\_\_ Any variances to established guidelines shall be noted and highlighted and brought to ARB attention.
  - \_\_\_ Driveways, guest parking, garage backup areas, and walkways must be located and appropriately dimensioned.
  - \_\_\_ Service yard, HVAC, and electric meter must be indicated.
  - \_\_\_ Roof plan
  - \_\_\_ The following area calculations should be shown:
    1. Total area of high ground of lot in square feet.
    2. Area of building footprint (all heated & unheated areas in square feet). This does not include roof overhangs of 2' or less.
    3. Area of all raised planters 3' above existing grade and porches.
    4. Total improvement surface area including driveway and walkways.
    5. Total area of improvements expressed as a percent of total lot high ground area (above current OCRM critical line).
- Building site sections (scale as necessary)
  - \_\_\_ Must show floor and ceiling heights of each habitable floor.
  - \_\_\_ Must accurately reflect proposed grading changes and natural topography.

*\*Every sheet submitted must be stamped and signed by the SC Registered Architect, Landscape Architect, or Engineer.*

*\*Preliminary Submittals are due at the ARB by noon on the Friday prior to the ARB Meeting.*