

PRELIMINARY SUBMITTAL CHECKLIST

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
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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 unbound set
- Completed Preliminary Review Form
- Building Stakeout
 _____ 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, walkways, and beach boardwalks.
 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.*