

## Design Review Checklist

**Existing conditions** – min scale 1"=20'. Must include the following information:

- Owner's name
- Designer's name
- North Arrow and scale
- Property lines with dimensions and bearings
- Setback lines
- Wetland lines (if applicable)
- Easement lines
- Existing two-foot contour lines
- Existing trees 6" and greater in caliper inclusive of the tree type
- Identify trees that will be removed
- Adjacent street names
- Existing Utility structures
- Outline of exterior walls, decks, and driveways on adjacent lots (if applicable)

**Site Plan** – min scale 1"=20'. Must be professionally prepared and include the following information:  
(May be added to the existing conditions map.)

- Proposed location of home
- Dimensions from corner of foundation to adjacent property line
- Proposed driveway and walks (indicate width and materials to be used)
- Proposed fences
- Proposed retaining walls (indicate wall material, top of wall and bottom of wall elevation)
- Proposed pool or spa location
- Location / materials/ finish of all outdoor living spaces (patios, decks and terraces)
- Proposed accessory structures (play structure, basketball goal, out building, trellis, etc)
- Finish Floor Elevation (FFE) of first floor and garage
- Proposed two-foot contour lines
- Proposed spot elevations on corners of driveway and walk (with flow arrows showing drainage)
- Drain locations, sizes, flow direction, and invert elevation
- Locations and inverts of day lighted drain pipe
- Location of service area and service area screen wall
- Location of grinder pump
- Location of all silt fencing and any erosion control structures
- Total impervious area
- Impervious area as a percentage of the site area
- Show barricade fencing

**Architectural Plans** – minimum scale of 1/4"=1'-0"

### FLOOR PLANS

- Interior rooms dimensioned and named
- All window and door openings shown
- Roof overhang with a dashed line
- Total square footage of structure
- Heated square footage of structure (as defined in section 6.01)

### BUILDING ELEVATIONS

- All elevations labeled so they correspond with site plan
- Finish grade line shown against house
- Brick courses shown
- All materials and finishes called out
- Fascia, Trim and handrail details
- All decks and terraces shown
- Service Area Screen wall detail

### Material Samples

- Siding material (brick sample and mortar colors, if applicable)
- Roofing cut sheet
- Garage door type and color, photo/cut sheet (including garage lite selection)
- Front door type and color, photo/cut sheet
- Window type, photo/cut sheet
- Site lighting, photo/cut sheet
- Driveway samples, photo/cut sheet
- Color samples
  - Body color
  - Trim color
  - Shutter color
  - Dormers/Gables

### Landscape Plans – minimum scale of 1"= 20'

- Owner's name
- Designer's name, address, telephone and fax number
- North arrow and scale
- Property lines with dimensions and bearings
- Location of all existing trees over 6" in diameter
- Identify Trees to be removed
- Location of all structures (including decks, trellises, fences, gazebos, etc.), pavement, and utilities
- Location of all lawn areas and shrub bed lines
- Location of all proposed plant material
- Plant list with quantities, botanical names, common names, sizes and specifications
- Additional drainage requirements not indicated on the submitted site plan
- See section 5.01(2)(m-n) for drainage plan requirements
- Location and specifications of all exterior lighting fixtures
- Total area of lawn in square feet
- Total area of lawn as percentage of site (Not to exceed 35% of total lot size)
- As a minimum, the following landscaping will be required for all homes***
  - One or more 3-inch caliper street trees. (Street trees shall be installed per the schedule in Section 23.) Street trees shall be 30 feet on center, located an equal distance from the sidewalk so that the trees are in line (Approximately 3 feet behind the right-of-way)
  - Evergreen shrubs (3 gal. minimum, 36-48 inches on center) shall be required around the entire foundation of the home, except in areas of ingress and egress
  - Blank areas of walls shall be landscaped with upright shrubs or small trees (4 feet min. height, mature at planting)
  - Sod shall be required in front yard area and the two-foot area between the sidewalk and curb
  - Sod will also be required for 2 feet behind the curb and sidewalk
  - Where two driveways are adjacent, extend sod 10 feet from the back of the sidewalk or curb line
  - The rear yard may be seeded or sodded. If seed is used, the construction bond will not be released until the seed has been established to the ARB's satisfaction
  - Bark mulch or pine straw shall be used in all plant beds and areas without grass, to be maintained in a weed-free condition
  - Side loaded garages shall be screened with shrubs along the property line (4 feet min. height, mature at planting)