



PRELIMINARY PLAN SUBMITTAL CHECKLIST

Owner _____ Phone _____

Property Address _____ Email _____

Lot _____ Block _____ Tract _____ Original Plan # _____

GENERAL

- ___ Photos
- ___ Completed Application
- Square footages
 - ___ Lower Floor
 - ___ Upper floor
 - ___ Basement
 - ___ Storage
 - ___ Covered Porches
 - ___ Detached Structure
- For Office Use
 - ___ Setbacks
 - ___ Easements
 - ___ Height Limit
 - ___ Zone
 - ___ Architectural Type
 - ___ Roof Type

SITE PLAN

- ___ North Arrow
- ___ Property Owner and Address
- ___ Legal Description (Lot, Block, Tract)
- ___ Survey
 - ___ Signed
 - ___ Dated ____/____/____
 - ___ Contours @ One Foot Increments
- ___ Required Setbacks (full length of prop.)
- ___ Square Footage Breakdown
- Lot Coverages
 - ___ Building ___ Hardscape
- Grades
 - ___ Natural ___ Existing ___ Finish
- ___ Finish Floor Elevations
- ___ Finish Ridge Elevations

- ___ Roof Ridges/Overhangs
- ___ Trash Yard
- ___ Drainage – check for required easements if thru adj. prop.

FLOOR PLAN

- ___ No Keynotes
- ___ North Arrow on each Plan
- ___ New Walls defined
- ___ Finish Floor Elevations

ELEVATIONS

- ___ N, S, E, W @ all Elevations
- ___ Courtyard Elevations
- ___ Natural Grade @ each Elevation
- ___ Finish Floor to Top Plate Dimensions
- Exterior Materials & Finishes
 - ___ Roof
 - ___ Walls – Residence
 - ___ Walls/Caps – Site
 - ___ Chimneys
 - ___ Columns
 - ___ Other Architectural Features
 - ___ Gutters/Downspouts

ROOF PLAN

- ___ Pitch
- ___ Material/Brand
- ___ Skylights
- ___ Finish Ridge Elevations
- ___ Overhang dimensions