



Design Review Committee Requirements Checklist

Development:

Submittal Date:

Lot: Phase:

Submitted By:

Buyer Name:

All checklist items listed below should include a standard title block with the following information:

- Builder Name, Address & Phone
- Development, Lot Number, Phase & Street Address
- Engineers Scale (1:10 or 1:20) or Architects Scale (1/8=1”), if applicable
- DRC/ARC Approval Signature block & Drawing Date

Checklist

Site Plan (8.5x11, minimum 1:10 scale)

- Project North Arrow
- Lot Lines and Public & Private easements, if any
- Building Footprint Outline, including garage, porch & patios
- Building Setbacks: Front, Rear, both side yards
- Frontage street name, and adjacent street, if any
- Driveway & Patio dimensions & materials: concrete, asphalt, gravel, pavers, etc.
- Fencing layout, including gate location & design

Landscape Plan Layout (8.5x11)

- Accurate building footprint with dimensions (footprint should match site plan submittal)
- Species
- Size
- Quantities
- Irrigation Layout

Stormwater Plan (8.5x11, minimum 1:10 scale)

- Drainage details: Roof, crawlspace, and low-point drain detail
- Contour lines at a minimum of 10’ intervals for the entire parcel
- Natural and Finish Grade elevations at plot corners and building corners
- Location and setback dimensions for all BMPs: Infiltration trenches, raingardens, retaining systems, etc.
- Completed storm water application chart for total impervious surface



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Elevation Detail (8.5x11 or larger, Architects Scale: 1/8=1")

- Building SF
- Front, Side, & Rear Elevations, including door & window locations
- Building Height & Roof Pitch
- Note all exterior finish selections by manufacturer's code and color/material name

Exterior Finishes & Selections Worksheet – Please list color & materials below. Selections should include manufacturer's code, color or material name, and should be clearly labeled on the Elevation Detail. These selections should also be submitted by visual example on the Selections Worksheet.

- **Body:**
- **Main Trim:**
- **Window Trim:**
- **Window Color & Type:**
- **Cedar Accent Color/Stain:**
- **Gables:**
- **Front Door:**
- **Garage Door Color:**
- **Garage Door Material:**
- **Entry Columns:**
- **Roof Shingle Type & Color:**
- **Exterior Masonry:**
- **Siding Type:**
- **Fence Stain:**
- **Fence Materials:**

I hereby acknowledge that all of the items on this checklist necessary to submit for Preliminary Review are included. I further understand that should any of the above referenced items be lacking or missing, the submittal will be considered incomplete and will not be reviewed until all information is made available to the Design Review Committee/Architectural Review Committee. If requested changes or missing items are not submitted upon request, or a submittal is not received 30 days prior to construction, a review fee may be implemented.

_____ Dated: _____
Owner/Agent

Printed Name