



PRELIMINARY REVIEW REQUIREMENTS- ARCHITECT TO COMPLETE

Block: _____ Lot: _____

At this stage submit a complete set of plans with an application, topography (topo) and boundary survey preliminary site plan showing building placement, required setbacks, structures, walks, drives, patios, fences, gates, pools, existing vegetation to be removed, A/C and trash enclosures, drainage, and spot elevations all at 1/8" scale. Also, preliminary landscape plan, 1/4" Floor plans, roof plans, dimensions of porches and area tabulations, elevations with doors, windows, etc. proposed materials, floor heights and building heights, footprint chart, architect affidavit and request for any variances.

- Preliminary Review Application
- Architect's Affidavit
- Footprint & impervious area calculations forms
- Site Plan (1/8") including:
 - North Arrow & scale
 - Spot elevations
 - Building placements
 - Garden structures
 - Driveways/Parking (including area square footage of driveway and number of cars)
 - French drain (including length)
 - Pools
 - Setbacks
 - Fences/gates
 - A/C & Trash enclosures
 - Walks
 - Exterior lighting
 - Water retention area
- Floor Plans (1/4") including: Porches and balconies
- Roof Plan
- Elevations (1/4") including:
 - Doors
 - Windows
 - Proposed exterior materials
 - Floor heights
 - Building Heights
 - Non-continuous Foundation
 - Roof pitch
- Garden structure detail
- Fence detail
- Dune walk over/deck design & specs (Gulf Front only)

Architect Sign and Date: _____