

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.

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

Architect Sign and Date: \_\_\_\_\_