

## ARB PLAN SUBMISSION CHECKLIST Major Construction

### Shipyard ARB Plan Submission Procedures & Requirements

*This form must be completed for each submission and marked accordingly.*

**NOTE:** Any submission at any stage that does not include all plans, materials, applications, details and other items as required will be rejected by the Administrator and not be placed on the ARB agenda until all requirements have been met. It is recommended that the guidelines be read and digested prior to starting the design of a house in Shipyard Plantation.

#### Conceptual Plan Requirements:

1. An artist's rendering or a schematic rendering of the proposed improvement MAY be submitted to see if a particular style or design is suitable. Submittals at this stage may be directed at specific design issues and if so the submission should be sufficiently complete to allow the ARB to understand the issue and to make an informed decision. Approval at this stage does not preclude the ARB from addressing issues in subsequent reviews.

#### Preliminary Plan Requirements:

1. Acquire tree, topographic and boundary survey of existing property and provide site plan to scale, overlaid on a tree and topographic survey, indicating all structures and improvements with an indication of trees to remain and trees to be removed. All setbacks shown and any encroachment clearly identified.
2. Elevation drawing at 1/4"=1' (if plans and/or elevations will not fit on sheet at 1/4" scale provide an additional set of plans and elevation at 1/8" scale.)
3. Floor plans at 1/4"=1'
4. Spot elevations for anything outside the setback lines and a notation of the highest natural grade on the site.
5. Indicate enough of adjacent structures to show relationship to submission.
6. Must show ratio for softscape vs. hardscape on plan.
7. Any variances required to be identified and requested. Any variance request must be in writing, however variance requests are discouraged.
8. Must show area of the gross heated area by floor and the area of the lot.
9. All exterior colors and materials.

#### Final Plan Requirements:

Provide **two** sets of plans with original signature and stamp of architect on each page. The covenants require the services of a registered architect be used for plan preparation. South Carolina law requires that any architect providing services in South Carolina be registered to provide those services in South Carolina.

#### **Site Plan: Scale of 1/8"=1'**

1. Indicate enough of adjacent structures to show relationship to submission.
2. Show location of contractor's ID sign, dumpster, outdoor toilet, and construction parking.

- \_\_\_ 3. Show size and location of all service yards, locate pool equipment and provide service yard details to include screening materials. Service court and compressor screen fence. (If shown on other sheets indicate the location of the details.)
- \_\_\_ 4. Indicate service yards relationship to lot for water, electricity, cable and telephone.
- \_\_\_ 5. Indicate location and type of any yard lights. If shown on landscape plan, also indicate on site plan and in adjacent blank.
- \_\_\_ 6. Indicate all planting areas, beds and site improvements on all sides of the house.
- \_\_\_ 7. Color Board: Completely identify exterior colors, materials and pattern/textures. (Samples required.) Color samples may be submitted at a small scale but should be accompanied by a large sample that allows the committee to make its evaluation. Large size samples will be returned. Note pattern and texture of driveways and walks.
- \_\_\_ 8. Indicate access streets, walkways, drives and other exterior improvements on site plan. (Indicate color/texture)
- \_\_\_ 9. Show all utility routings.
- \_\_\_ 10. Provide all pervious/impervious calculations.

**Grading Plan: Scale of 1/8"=1'** (Note: a separate plan is required for grading & drainage)

- \_\_\_ 1. A drainage plan is required for all submissions. A civil engineer, landscape architect or architect must prepare drainage plans.
- \_\_\_ 2. Provide tree and topographic survey indicating the grading, fill and drainage to be done.
- \_\_\_ 3. Indicate the location and identification of special features. (e.g. drainage ditches existing manholes, lagoon, easements, adjacent structures, golf fairways, tennis courts, etc.)
- \_\_\_ 4. Indicate access streets, walkways, drives and other exterior improvements on site plan. (Indicate color/texture)
- \_\_\_ 5. If applicable, indicate the culvert(s) location, size, and flow direction. If not applicable, enter N/A in adjacent blank.
- \_\_\_ 6. Plans show ratio for pervious vs. impervious.

**Landscape Plans & Elevations: Scale of 1/8" = 1'**

- \_\_\_ 1. Show plants at installed size.
- \_\_\_ 2. Include a plant list with common and botanical names, height and spread at installation.
- \_\_\_ 3. Coordinate with and relate to adjoining landscape.
- \_\_\_ 4. Show all landscape lights and submit a cut sheet.

**Floor Plan: Scale of 1/4" = 1'** (Floor plans must agree with elevation and details)

- \_\_\_ 1. Indicate all walls, door and windows. For partial renovations plans of the affected areas will suffice. Plans should be complete and ready for construction.
- \_\_\_ 2. Provide enclosed heated/air-conditioned square footage (stated by floor).
- \_\_\_ 3. Doors and windows keyed to schedule.
- \_\_\_ 4. Fully dimension plans.
- \_\_\_ 5. Foundation plan.

### **Elevation Drawings: Scale of 1/4" = 1'**

- \_\_\_ 1. Indicate floor-to-floor heights on each elevation.
- \_\_\_ 2. Indicate minor elements not detailed elsewhere (such as quoins and stucco rustication).
- \_\_\_ 3. Indicate all finished floor heights including the garage, the service yard, pool decks, decks and patios, plate height for the upper floor and the overall height of the highest ridge or peak of the roof above 1st finished floor and MSL.
- \_\_\_ 4. Note all materials.
- \_\_\_ 5. Show all service yards, stair rails, raised pool structures, planters and decks on elevations.
- \_\_\_ 6. If applicable, show downspouts and gutters. If not applicable, enter N/A in adjacent blank.

### **Roof Plan:**

- \_\_\_ 1. Outline plan to indicate overhangs.
- \_\_\_ 2. Show peaks, valleys, crickets and sheds.
- \_\_\_ 3. Draw dormers, chimneys, vents, skylights and other features.
- \_\_\_ 4. Indicate slope direction and pitch of all roof areas.
- \_\_\_ 5. Indicate gutters and downspout locations as applicable.

### **Detail Drawings: (keyed to plans and elevations)**

- \_\_\_ 1. Detail typical wall sections showing all eave, rake and base conditions.  
**(Required)**
- \_\_\_ 2. Show patio wall section, if appropriate.
- \_\_\_ 3. Show column-base and capital (including relationship to beam above).
- \_\_\_ 4. Show railings (including supporting newel posts and rail terminations).
- \_\_\_ 5. Steps (Note: material and profile of steps).
- \_\_\_ 6. Screen porch
- \_\_\_ 7. Typical window details
- \_\_\_ 8. Window schedule (including material, glazing). **Note: May be on elevation but must show material and type of glazing.**
- \_\_\_ 9. Louver (including relationship to attached walls, base, etc.)
- \_\_\_ 10. Dormer - rake, eave, base.
- \_\_\_ 11. Trim projections where not clearly described elsewhere.
- \_\_\_ 12. Pool plans

### **Electrical Plan:**

- \_\_\_ 1. Provide an electrical schedule and legend.
- \_\_\_ 2. Provide electrical panel and meter locations.
- \_\_\_ 3. Exterior lighting source may be on site plan or landscape plan.
- \_\_\_ 4. Catalog cuts of exterior lighting and elements readily visible for outside.

### **Required Cut Sheets:**

- \_\_\_ 1. Front Door
- \_\_\_ 2. Garage Doors
- \_\_\_ 3. Exterior Lights
- \_\_\_ 4. Landscape Lights
- \_\_\_ 5. Water features
- \_\_\_ 6. Exterior porch ceiling fans (w/o lights)