



**ARB Review Form and Checklist**

Before a building permit can be issued for a project, Architectural Review Board (ARB) approval must be given. The ARB meets the second and fourth Wednesdays of each month. Submittals to the ARB must be provided to no later than 4:00 pm on the Friday prior to Wednesday's meeting. The following items must be included in the submittal to ensure placement on the ARB agenda.

**All items to be reviewed must be submitted electronically as (1) pdf document.**

**Date Submitted:** \_\_\_/\_\_\_/\_\_\_ **ARB Meeting Date:** \_\_\_/\_\_\_/\_\_\_

**Architectural Review:**  **Conceptual**  **Preliminary**  **Final**  
**Landscape Review:**  **Conceptual/ Preliminary**  **Final**  **Grading**

**Property Address:** \_\_\_\_\_ **Parcel/Block/Lot:** \_\_\_\_\_

**Owner:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Architect/Residential Designer:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Builder:** \_\_\_\_\_  **Approved Builder**  
**Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Landscape Architect:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Building Setbacks-**

**Front:** Req.- \_\_\_ Shown- \_\_\_  
**Right Side:** Req.- \_\_\_ Shown- \_\_\_  
**Left Side:** Req.- \_\_\_ Shown- \_\_\_  
**Rear:** Req.- \_\_\_ Shown- \_\_\_

**Heated Space Square Footage -**

**Main Mass Area:** \_\_\_\_\_  
**Garage (Detached):** \_\_\_\_\_

**Building Square Footage-**

**TOTAL:** \_\_\_\_\_  
(Including Open/Covered Decks, Stairs, Drives, Walks, Pool Deck, Raised Planter)

**Dimensions-**

**Max. Width:** \_\_\_\_\_  
**Max. Depth:** \_\_\_\_\_

**FFE:** \_\_\_\_\_  
**Existing Grade:** \_\_\_\_\_  
**Proposed Finished Grade:** \_\_\_\_\_

**Lot Coverage-**

**Lot Coverage Allowed:** \_\_\_\_\_  
**Lot Coverage Actual:** \_\_\_\_\_

***Variance – Please complete the Variance Request Application***



**CHECKLIST**

**Conceptual Review:**

- Review Form
- Site Plan to scale
- All four elevations at 1/8" or 1/4" Scale
- Floor Plans
- Google Earth Location Required
- Infill Lot Information:
  - Photographs (If the site is an infill lot, photographs of existing conditions are required.)
  - Adjacent Lot Information (In addition, the Architect or Residential Designer must contact the ARB office for the building footprint of the adjacent property(s) to be included within the site plan of the property being reviewed.)

**Preliminary Review:**

- Review Form
- Written responses to previous ARB review conditions
- Site Plan to scale
- Elevations at 1/8" or 1/4" Scale
- Floor Plans
- Infill lot Information as required for Conceptual Review.
- Site Section from the back of curb to the rear property line showing flood, existing and proposed grades
- Staking of the footprint, if requested during Conceptual Review.
- Conceptual/Preliminary landscape and grading plans submitted in separate PDF (DIPA Only)
- Grading plan for elevated homes and infill lots in DICA

**Final Review:**

- Review Form
- Written responses to previous ARB review conditions
- Site Plan to scale
- Elevations at 1/8" or 1/4" Scale
- Floor Plans
- Infill Lot Information as required for Conceptual Review.
- Final Landscape and Grading plans submitted in separate PDF (DIPA Only)
- ARB Review Fee (unless collected at closing)

**Site Plan Requirements:**

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Building Footprint:           <ul style="list-style-type: none"> <li>▪ Main Mass</li> <li>▪ Detached Accessory Structure(s)</li> </ul> </li> <li><input type="checkbox"/> Tree and Topography Survey (Include Protected Area of any Grand Trees, if applicable)</li> <li><input type="checkbox"/> Hardscape (Back of curb, Sidewalk, Walkways, Driveway, Pool)</li> <li><input type="checkbox"/> Back of Curb</li> <li><input type="checkbox"/> Setbacks (side and rear)</li> <li><input type="checkbox"/> Front Setback Line (AKA Build-to-line)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Distance from the Build-to-line to the main mass           <ul style="list-style-type: none"> <li>▪ 2' permitted for lots 26' – 65'</li> <li>▪ 5' permitted for lots Greater than 65'</li> </ul> </li> <li><input type="checkbox"/> Distance from the driveway to the property line</li> <li><input type="checkbox"/> Distance from the garage doors to the side property line (side entry)</li> <li><input type="checkbox"/> HVAC Location(s)</li> <li><input type="checkbox"/> Fence or Hedge requirements addressed (if applicable)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Common Area Fence (if applicable)</li> <li><input type="checkbox"/> SCE&amp;G Utility Box (if applicable)</li> <li><input type="checkbox"/> Water Meter Location</li> </ul> <p><b><u>Elevation Requirements:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Height Requirement           <ul style="list-style-type: none"> <li>▪ 50' Main Mass</li> <li>▪ 36' Detached Accessory Structure(s)</li> </ul> </li> <li><input type="checkbox"/> Exterior Materials Noted</li> <li><input type="checkbox"/> Existing Grade</li> <li><input type="checkbox"/> Flood</li> <li><input type="checkbox"/> Finished First Floor</li> </ul> |
|--|---|---|