



## SUBMITTAL REQUIREMENTS ~ ARCHITECTURAL REVIEW BOARD

**KENDRA WISE, DIRECTOR**

**PLANNING AND ZONING DEPARTMENT (843) 797-6220 x1118**

**DEAR APPLICANT,** In order for Staff and the Architectural Review Board to be able to properly evaluate your project, the following information relevant to the project needs to be included on the Project Plans submitted for review.

Staff will review your submittal against the checklist as a means to ascertain if your submittal is deemed complete. Checklist items left unaddressed may result in a postponed review. The Director may waive or add additional requirements if further clarification is needed.

The Planning & Zoning Staff want to assure you that getting your project approved through ARB is their primary goal. Therefore, we ask that you complete the checklist and scope of work in its entirety for your project. They may make suggested modifications to your project if they feel that doing so will improve the likelihood of an approval.

### **PART I. PREPARE A COVERSHEET WITH THE FOLLOWING INFORMATION:**

- Sheet Index,
- TMS# and Address,
- Existing Zoning District, setbacks, building height, site lot coverage,
- Scale used (1"=20' or 40'),
- Vicinity Map (Any Scale),
- North Arrow,
- Aerial Photo of Site in color.

### **PART II. PREPARE A FULLY COLORED SITE PLAN, CLEARLY AND LEGIBLY DRAWN TO SCALE WITH THE FOLLOWING INFORMATION:**

- Dimensioned Property Lines,
- Any existing buildings w/ proposed use,
- All proposed improvements including, but not limited to buildings, sidewalks, parking spaces (numbered),
- Any other site details (i.e. screen walls, trash enclosures, dumpsters, trellises, loading, storage areas,
- Proposed Landscape Plan including location, size, and common name,
- Tree Survey (separate sheet please) including number of all hardwood trees at least 8 inches in diameter, and which trees will be removed, and which trees will remain,
- Buildings on adjacent site that are within 40 feet of any property line. Simple outline will suffice,
- Dimensioned setbacks of proposed building(s).

### **PART III. PREPARE EXTERIOR BUILDING ELEVATIONS FOR ALL FOUR SIDES OF THE BUILDING THAT ARE DRAWN CLEARLY AND LEGIBLY TO SCALE WITH THE FOLLOWING INSTRUCTIONS:**

- Building Elevations with height and width dimensions,
- Doors and window locations,
- Roof Elements,
- 3-D dimensional analysis of building elevation with appropriate landscape materials shown,
- Proposed design details, including any pedestrian seating areas, awnings and other overhead weather protection measures, fences, walls, balconies, bay windows, building materials, colors, and proposed exterior lighting,
- North Arrow,
- Aerial Photo of Site in color.

### **PART IV: DRAWING FORMAT**

- All drawings must be to scale and have a graphic scale,
- All sheets in the submittal must be the same size,
- Drawing Sheets must have a Title Block with project names, labeled for Architectural Review Board Review and submittal and revision dates

Please note this page must accommodate the ARB Scope of Work Form to be considered a valid application.



## SIGN SUBMITTAL REQUIREMENTS ~ ARCHITECTURAL REVIEW BOARD

**BRENDA M. MONEER, PLANNER II**

**PLANNING AND ZONING DEPARTMENT (843) 797-6220 x1116**

**DEAR APPLICANT,** *In order for Staff and the Architectural Review Board to be able to properly evaluate signage for your project, the following information needs to be included with the Sign Permit submitted at the time of Application. Please note the sign company installing the signage will need to apply for the permit. Incomplete information by deadline is subject to postponement of application review.*

**PART V: PREPARE DIMENSIONED AND COLORED SIGN ELEVATIONS, THAT ARE DRAWN CLEARLY AND LEGIBLY TO SCALE WITH THE FOLLOWING INFORMATION:**

- Sign Permit application and Sign Information Table completed in its entirety. (Submitted to [Permits@cityofgoosecreek.com](mailto:Permits@cityofgoosecreek.com)),
- Sign Fees paid to Permit Department,
- Sign Company Business License Application and Fee paid,
- Dimensioned Sign Elevations in Color,
- Sign Notes Illustrating Maximum Size Permitting,
- Proposed Sign Material,
- Sign Copy,
- Proposed Colors of Sign Field and Copy,
- Illumination type,
- Drawing/Photo of building elevation with wall sign imposed to scale to illustrate relationship of sign to façade area,
- Location of address (Monument/Freestanding Signs Only).

