

# ARCHITECTURAL CONTROL COMMITTEE

## NEW CONSTRUCTION REVIEW CHECKLIST

\_\_\_\_\_ Complete set of construction plans that include:

- Floor plan drawn to a scale of not less than 1/8" equals 1'0"
- A roof plan drawn to a scale of not less than 1/8" equals 1'0"
- Four major exterior building elevations with floor grades
- Topographical plat plan w/roof outline superimposed and identifiable benchmark noted

\_\_\_\_\_ Plot Plan of the lot that includes:

- The legal description
- North arrow for orientation
- Location of all proposed driveways, carports, garages
- Proposed drainage plans
- Proposed location of the septic tank & drainage field if not on the sewer
- Location of all utility installations
- Location of all trees having a breast-high diameter of 6" or more, with an indication of any the owner proposes to remove

\_\_\_\_\_ Paint/exterior structural finish request form

\_\_\_\_\_ Roofing material request form

\_\_\_\_\_ Propane tank request form w/screening material identified

\_\_\_\_\_ Fence request form

\_\_\_\_\_ PLDD approved drainage plan

\_\_\_\_\_ Greenbelt easement

\_\_\_\_\_ Proof of ownership

\_\_\_\_\_ Lot survey

\_\_\_\_\_ Tree removal request form w/site plan showing trees to be removed & saved

\_\_\_\_\_ Notice to neighbors

\_\_\_\_\_ Shoreline Management Permit

\_\_\_\_\_ Jefferson County Building Permit

\_\_\_\_\_ ICAO Review

\_\_\_\_\_ Pre-construction meeting conducted

\_\_\_\_\_ Signed owner/general contractor agreement

\_\_\_\_\_ Signed construction agreement

\_\_\_\_\_ \$500.00 fee received

### ACC NOTES:

First Look: \_\_\_\_\_ Second Look: \_\_\_\_\_

Third Look: \_\_\_\_\_

Neighbors' comments received: \_\_\_\_\_

Drainage comments received: \_\_\_\_\_

Modifications requested: \_\_\_\_\_

**INSPECTIONS:                      DATE:                      COMPLETED BY:** \_\_\_\_\_

Foundation forms: \_\_\_\_\_

Roofing materials: \_\_\_\_\_

Other site visit: \_\_\_\_\_

Other site visit: \_\_\_\_\_

**APPROVAL ISSUED:** \_\_\_\_\_

\_\_\_\_\_ Notice to neighbors

\_\_\_\_\_ Neighbors' comments received

