

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