

# Town of Ridgeland Planning Commission / ARB Review Checklist

## Incomplete submissions will not be reviewed!

- Completed **Applications and Fees**
- Site Plan** with recorded plat / survey (1"=20' Min.) including proposed building(s) with setbacks, Surveyor's stamp, Easements, Street names, significant trees (10" dia. Or more), adjacent buildings, Lighting, Drainage, Lot Coverage, all Utility Lines, Septic Fields, wells, Environmental Protection Areas (DNR, OCRM, etc.), Required Green Space etc.,
- Name and Location of Project** (street names and Location Map)
- Name of **Architect**, Surveyor and Engineer
- Parking Spaces** and required circulation (required/provided)
- Proposed **Demolition**
- Landscape Plan** with hardscaping, fences, detailed planting plan and proposed buildings)
- Drainage plan** with retention areas
- DNR, OCRM and **environmental** protection lines
- Photographs** of existing site and adjacent properties
- Building **Floor Plans** and Roof Plan with service yards and mechanical equipment size and locations (1/4" scale)
- Building **Elevations** (1/4" scale) with labeled materials, vertical dimensions, exterior lighting, section, wall section and detail tags, etc.
- Building **Section** with labeled materials, vertical dimensions, section, wall section and detail tags, etc. (1/4" scale)
- Wall Sections** of all differing wall types (3/4"-1" scale)
- Details** (1"-3" scale)
  - Eaves Detail
  - Railing Details
  - Column Detail
  - Windows Type, manuf./ specifications
  - Window and Door Head/Jamb/Sill Details
  - Porch Sections and Details
  - Hogboard Details
  - Exterior Mouldings
  - Fence Details
  - HVAC Screen Walls
  - Ancillary Building Details
- Materials, Colors, Specifications, Samples and Fixture Cut Sheets**

**\*All submissions are due TWO (2) WEEKS prior to scheduled RPC / Review Board meeting!**

**\*All submissions require FULL SETS of drawings. Incomplete submissions will not be reviewed!!!**

**\*Applicant is responsible for providing the correct number of copies.**