



Plans Set Requirements

Submittal Requirements for Typical Sets of Plans

All of the plans, except where noted, contained in this handout are required to be submitted to be considered a complete set. All plans shall be clearly labeled with sheet title, project name and project location. A one-sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet.

Plan sets not conforming to the following requirements will not be accepted for processing:

Each set shall be stapled together as a single package and folded to 8½" x 11".

1. Title Sheet with Project Location Map, Site Information, Scope of Work, and Building Summary Table
2. Existing Conditions Plans (Existing Structures, Trees, Landscape/Hardscape)
3. Demolition Plan
4. Site Plan (Proposed)
5. Floor Plan(s) (For Existing Structures and Proposed Structures)
6. Roof Plans (For Existing Structures and Proposed Structures)
7. Elevations (All Sides, For Existing Structures and Proposed Structures)
8. Accessory Structures Plan and Elevations
9. Open Space Amenities Specs Sheet
10. Color Renderings of All Proposed Structures
11. Preliminary Grading / Drainage Plan
12. Preliminary Utility Plan
13. Preliminary Landscape and Hardscape Plan
14. Fence and Wall Plan
15. Photometric Plan
16. Preliminary Solar Plan
17. Mechanical Screening Specs Sheet
18. Subdivision Map
19. Existing Topographic Map
20. Proposed Topographic Map