

Appendix: A

FLANDERS MILL CHECKLISTPRE APPLICATION AND FINAL DESIGN REVIEW SUBMITTAL CHECKLIST

- Property Address: _____
- Type of Review (Please circle): Pre Review or Final Review
- Party submitting application: _____ Date: _____

Pre Design Review Submittal Checklist

1. Administrative Requirements
 - Receipt of Flanders Mill Design Regulations and Guidelines
 - Pre Application Design Review Submittal Checklist completed and signed
 - Pre Application Plan Review Fee (\$200.00) - Made payable to Flanders Mill LLC
 - (2) sets of full size application drawings (site plan, floor plan, building elevations)
2. Site Plan Requirements
 - Property Legal Description
 - Scale and North arrow – Scale to be 1/8"=1'-0" or similar engineering scale
 - Setbacks clearly identified
 - Lot identification clearly indicated
 - Easements clearly identified
 - Road names clearly labeled
 - Drive surfaces clearly identified
 - Surface drainage patterns clearly identified
 - Site section illustrating existing grading and proposed grading with building location(s) indicated
3. Plan Requirements
 - Scale and North arrow – Scale to be 1/4"=1'-0" or similar
 - Building square footage per level, per structure and total square footage identified
 - Required setbacks for garage doors identified
 - Location of exterior patios, drives, walkways identified
4. Exterior Building Design Requirements
 - Allowable and actual building heights clearly identified
 - Existing and proposed grade line shown
 - Building elevations (all sides shown) – scale to be 1/4"=1'-0" or similar
 - Exterior building materials identified