

**ROXBOROUGH PARK DESIGN COMMITTEE
PRELIMINARY PLAN REVIEW**

CHECKLIST AND EVALUATION FORM

LOT # _____ ORG SUB _____ RE-SUB _____ DATE: _____
 OWNER _____ ARCH _____ EVALUATOR: _____

THE FOLLOWING IS A PARTIAL LIST OF THE ITEMS REQUIRED FOR THE SUBMISSION. ALL REQUIREMENTS CALLED FOR IN THE HOME AND LANDSCAPE DESIGN REQUIREMENTS, PROCEDURES & REGULATIONS ARE TO BE COMPLIED WITH.

ARCHITECT USE CHECK	DESIGN COMMITTEE USE EVALUATION	COMMENTS
PREREQUISITES & GENERAL REQUIREMENTS:		
_____ 1) Qualification of Architect / Designer satisfied	_____	_____
_____ 2) Lot staking complete lot & bld. corners, elev & benchmark	_____	_____
_____ 3) Incorporation of all changes from prior review.....	_____	_____
ENGINEERING SURVEY REQUIREMENTS:		
_____ 1) USGS Elevation reference clearly marked	_____	_____
_____ 2) Lot corner stakes	_____	_____
_____ 3) 2' Contours-Min 15' beyond property line USGS datum...	_____	_____
_____ 4) Elev of existing roads and adj driveways(if w/in 15' of pl).	_____	_____
_____ 5) Locations of natural features & utility pedestals.....	_____	_____
SITE PLAN REQUIREMENTS:		
_____ 1) USGS @ garage slab & high point of adj home with setbacks..	_____	_____
_____ 2) House footprint w /setbacks & protrusions noted.....	_____	_____
_____ 3) North arrow pointed to the top of right of page.....	_____	_____
_____ 4) Driveway 20' from garage doors, parking/turnaround & drive w% slope	_____	_____
_____ 5) Retaining walls spot elevations of top of wall/bottom of wall....	_____	_____
_____ 6) USGS datum @2' intervals (existing-dashed proposed-solid)..	_____	_____
_____ 7) USGS roofs, floors, garage, decks, patios, driveway/turnarounds	_____	_____
_____ 8) Utility line runs (W,S,G,E,PH) minimized disturbance	_____	_____
_____ 9) Sewer invert elevation (USGS).....	_____	_____
_____ 10) Approach sign / required detail shown.....	_____	_____
_____ 11) Snow storage area (20' X 20' or 400 sq.ft.).....	_____	_____
_____ 12) Driveway grades at appropriate locations.....	_____	_____
_____ 13) Culvert note.....	_____	_____
_____ 14) Drainage away from house/10' from house.....	_____	_____
_____ 15) Vicinity map / developed lots identified.....	_____	_____
_____ 16) Limits of disturbance shown.....	_____	_____
_____ 17) Accessory equipment with screening.....	_____	_____
_____ 18) Misc: backboards / BBQ / antenna etc.....	_____	_____
_____ 19) Other.....	_____	_____

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BUILDING PLANS (ELEVATION DRAWINGS) REQUIREMENTS:

- _____ 1) N,S,E,W elevations 1/4" scale w/ roof pitch..... _____
- _____ 2) Elevations in USGS at building corners..... _____
- _____ 3) Expanded drawings (deck railings, windows, exterior lights). _____
- _____ 4) Elevations of each level and roof..... _____
- _____ 5) Floor plans oriented the same as site plan w/ north arrow _____
- _____ 6) Material/color matrix..... _____
- _____ 7) Location of all exterior lights (recessed cans as well).. _____
- _____ 8) Ancillary equipment..... _____
- _____ 9) Deck supports (dimensioned & substantial)..... _____
- _____ 10) Deck rail detail..... _____
- _____ 11) Approach sign detail..... _____
- _____ 12) Siding detail-note: no exposed foundation..... _____
- _____ 13) Other..... _____

LANDSCAPE PLAN:

- _____ 1) Avoid creating large manicured areas..... _____
- _____ 2) Minimize disruption of natural terrain..... _____
- _____ 3) Planting not to define property lines..... _____
- _____ 4) Re-vegetate disturbed areas-prevent erosion..... _____
- _____ 5) Preserve existing trees and unique features..... _____
- _____ 6) Use native plants arranged in natural settings..... _____
- _____ 7) Separate different areas with appropriate edging... _____
- _____ 8) Exposed areas under deck treated..... _____
- _____ 9) Plant Schedule; common & botanical names,sizes,qty)..... _____
- _____ 10) Plan overlay of site plan; north arrow..... _____
- _____ 11) Method of erosion control noted..... _____
- _____ 12) Other..... _____

OTHER SUBMITTAL CONDITIONS:

- _____ 1) 4 copies of all drawings..... _____

VALUATION CODES: S = SUBMITTAL SATISFACTORY M = SUBMITTAL MARGINAL
 X = NOT SUBMITTED / UNACCEPTABLE NA = NOT APPLICABLE / NOT REQUIRED

_____ **APPROVED AS SUBMITTED** _____ **APPROVED WITH CONDITIONS**

_____ **NOT APPROVED** **REVIEWED BY:** _____