

HARC Major Projects Checklist

Address: _____

Application

- Major Projects Application Complete and Clear
- Major Projections Pre-Application Meeting Document
- Application Fee Paid
- Demolition Appendix
 - Signed by Owner

Architectural Plans/Scaled Drawings

- Existing and Proposed Site Plan
 - With Setbacks
 - Include Mechanical Equipment
- Site Data Table (Existing, Proposed, and Required)
 - Zoning District
 - Open Space Calculations
 - Impervious Surface Calculations
 - Building Coverage Calculations
 - Setbacks
 - Height from Crown of Road
- Demolition Plan
- Existing and Proposed Elevations
 - Heights from Crown of Road
 - Proposed Materials Included
- Existing and Proposed Streetscape Elevations

Additional Information

- Survey – Signed and Current
- Photographs of the Site and Adjacent Context
- Materials Specifications and Manufacturing Info
- Digital Copies sent to Staff
 - Plans
 - Photos

Relocations

- Relocation Site Plan
- Relocation Methodology

Elevating Structures

- Existing First Floor Height
- Minimum Required First Floor Height by FEMA
- Proposed First Floor Height
- Elevation Methodology