

RHCA PLAN SUBMITTAL CHECKLIST

Please reference the Building Regulations for specific details on what is required for plan submittals as well as all the specifics on building and design requirements.

** Please Note: All plans must be prepared and stamped by a license architect. This includes any re-submittals after project is approved.

Preliminary Drawings

- Prepared and stamped by a licensed architect.
- Site Plan with all requirements outlined in the Building Regulations Section II.A.1.
 - Name, address, and telephone number of homeowner and architect.
 - Site plan is dated in the last two years.
 - North arrow.
 - Plan scale.
 - Project size and lot coverage data, gross area and net area, and lot coverage percentage.
 - Names of all adjacent streets.
 - Dimension setbacks.
 - Property line dimensions and bearings.
 - Lot and tract number.
 - All recorded easements lines and designations of front, side, and rear yard.
 - Natural or pre-existing topography with contours indicated.
 - Foot prints, square footage, size, and location of all structures.
 - Finish Floor Elevations.
- Floor Plans showing size and relationship of rooms, courtyards, patios, doors and windows, fireplaces, and other architectural features.
- Roof plan indicating roof ridge lines, overhangs, pitch, plate height and all other architectural details including skylights and trellis.
- Elevation Plan showing the height and width of all sides of the project and its general character, including door and window design.

Residence Additions/Remodels/Accessory Buildings

- Preliminary Drawings. (See Above)
- Square footage calculations and lot coverage of the proposed addition.
- Floor plan with proposed addition clearly marked.
- Roof plan with proposed addition clearly marked.
- Elevations with proposed addition and all exterior changes clearly marked.
- Photographs of all elevations of existing buildings.
- Photographs of existing elevations are keyed to the site plan or elevation plan.

All Other Construction

- An outline of proposed structures on the Site Plan. (See Above)

- Sample/photo/brochure of the product you wish to install.
- Any additional information required for a particular structure as set forth in the Building Regulations Section IV.A-Z.

Final Working Drawings

** Final working drawings are only to be submitted when requested by the Architectural Committee.

- Prepared and stamped by a licensed architect.
- Site plan/Grading plan.
 - Trash yard. (New residences or residence additions/remodels only.)
- Foundation plan and details.
- Floor plan.
- Framing plan.
- Roof plan.
- Exterior elevations on all sides.
 - Trash yard. (New residences or residence additions/remodels only.)
- Building cross-sections.
- Architectural details of all exterior features referenced to exterior elevations. Number to note schedule not allowed. All materials on exterior elevations must be indicated with notations on corresponding elevation. Alternatively, notes that indicate new details “match existing” are allowed for small additions.
 - Eave Details
 - Door & Window Details showing head, jamb and sill details for each type of door and window.
 - Skylight Details
 - Chimney Cap Details
 - Stone Details
 - Trellis Details
 - Railing or Wrought Iron Details
 - Exterior Lighting Locations
 - Vent Details
 - Hardscape Details