

Major Improvement Submittal Checklist

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Please check off each item as they apply. If any of the items on the list are not completely addressed and fully completed, the submittal will be considered incomplete.

- Completed Major Improvement Review Form
- Site Plan (1" = 10' 0" or 1" = 20' 0")
 - Show ARB Setbacks
 - Lot coverage should be calculated from outside of finished materials.
 - Landscape elements (drives, walkways, etc.)
 - Any Variance to established guidelines should be clearly and specifically addressed in writing and highlighted on drawings. *Variance will not be approved after construction begins.*
 - Indicate major features on adjacent Properties within 25' of property line.
- Drawings (1/8" = 1' 0")
 - A digital set of plans and elevations shall be submitted to adequately define and explain the improvement sufficiently.
 - Drawings submitted at half scale are sufficient provided these are legible and printed to scale.
 - Drawings representing the existing structure(s) will also need to be submitted.
 - Major improvements may require a landscape plan indicating how the landscape will be improved to meet current landscape guidelines.
 - Landscape improvements may require tree protection, grading, and planting plans depending upon the scope of work proposed.
- Exterior Elevations (1/8" = 1' 0")
 - Representing the view of all exterior sides of the proposed structure.
 - All materials such as wood, stucco, roofing, and/or masonry elements shall be accurately and fully depicted.
 - Must show height of roof ridge and interior floor levels' relationship to FEMA and adjacent grade.
 - Must graphically show relationship to existing and proposed topographical features.
 - Must be rendered with shadows depicting roof and/or deck overhangs, changes in wall plane, or massing without obscuring base information.

Items Needed for ARB permit after ARB review approval:

- Review Fee
- Refundable Construction Deposit
- Construction Application Deposit & Agreement Form
- KICA Encroachment Permit