ARCOM Checklist for Presentations
(to be completed and attached at the end of all new and revised digital presentations, along with one paper copy for use by Town staff)

Address: ____________________________________________________________

ARCOM #: __________________________________________________________

Presentations for “Demolition Only” Applications

☐ Demolition plans & details if requesting whole structure demolition that includes a 1) demolition report detailing the history of the house (architect, year built, builder, renovations done, condition of structure, etc.); 2) current survey (not more than 1 year old); 3) landscape demolition plan showing what vegetation will remain on site after demolition is completed, and prior to new construction; and 4) exterior & interior photographs of the structure/site.

☐ A Construction Screening Plan that demonstrates how the adjacent neighbors will be screened from the demolition activity through the use of landscaping, and construction fencing/gates.

☐ Construction Staging and Truck Logistics Plan for all major projects that demonstrates how the owner and contractors will identify specific locations on and adjacent to the project site for parking, material storage, deliveries, dumpster, portable toilets, tire cleaning area, silt fence, etc. This staging and truck logistic plan should indicate the proposed route for truck traffic to best ingress and egress the property depending upon its location on the Island, including the roads and bridges used. The plan should attempt to identify the size of larger vehicles that might be used for construction or deliveries, the estimate of the number of trucks, and a rough schedule of construction listing some of the major construction benchmarks (foundation, block deliveries, concrete pours, roof truss deliveries and truss setting, window & door deliveries and installation, final landscape installation, etc.). This information can be presented in the form of a critical path method (CPM) chart, placed on the staging and truck logistics plan page. This plan should represent the best estimate of the site layout and of the truck information available at the time of plan submittal and may be revised during the construction project.

Presentations for all other Project Applications

☐ Demolition plans & details if requesting whole structure demolition that includes a 1) demolition report detailing the history of the house (architect, year built, builder, renovations done, condition of structure, etc.); 2) current survey (not more than 1 year old); 3) landscape demolition plan showing what vegetation will remain on site after demolition is completed, and prior to new construction; and 4) exterior & interior photographs of the structure/site.

☐ A Construction Screening Plan that demonstrates how the adjacent neighbors will be screened from the construction activity through the use of landscaping, and construction fencing/gates.

☐ Construction Staging and Truck Logistics Plan for all major projects that demonstrates how the owner and contractors will identify specific locations on and adjacent to the project site for parking, material
storage, deliveries, dumpster, portable toilets, tire cleaning area, silt fence, etc. This staging and truck logistic plan should indicate the proposed route for truck traffic to best ingress and egress the property depending upon its location on the Island, including the roads and bridges used. The plan should attempt to identify the size of larger vehicles that might be used for construction or deliveries, the estimate of the number of trucks, and a rough schedule of construction listing some of the major construction benchmarks (foundation, block deliveries, concrete pours, roof truss deliveries and truss setting, window & door deliveries and installation, final landscape installation, etc.). This information can be presented in the form of a critical path method (CPM) chart, placed on the staging and truck logistics plan page. This plan should represent the best estimate of the site layout and of the truck information available at the time of plan submittal and may be revised during the construction project.

- Dimensioned site plan, floor plans, building elevations (all 4 sides), roof plan, and landscape/hardscape plans.
- Location/vicinity map.
- A streetscape plan for new residential structures and major additions that shows the surrounding structures in a small-scale elevation line drawing, with a minimum of two houses on either side in relationship of the proposed building.
- A location site plan that shows the subject site and surrounding sites within 400 feet of the subject site, including sites across the street and behind on another street, that includes the building footprints for all sites.
- A preliminary stormwater management (drainage) plan.
- A current survey (not more than 1 year old).
- Lot, yard and area site zoning calculations shown on site plan.
- Rendered architectural elevations of all 4 sides of the structure for new construction and major renovations.
- 3-D renderings/perspectives done in full color for new construction and major renovations
- Dimensioned details (including cross sections) for all eaves, cornices, columns, windows, entries, loggias, shutters, chimneys, etc.
- Dimensioned gate details for all vehicular and pedestrian gates.
- Paint details on the plans/elevations that state the name of the color, manufacturer, and manufacturer number.
- Scale figures shown on all elevations.
- Elevations that include "previously proposed" over "currently proposed." If the structure is existing and alterations are proposed, then elevations must be provided that include "existing" over "previously proposed" over "currently proposed."
- Overlay drawing of landscaping showing the front elevation of the building and an overlay drawing at the street level if appropriate (Interior court yard, etc.).
- Rendered landscape elevations for all 4 elevations that includes any hardscape.
Dimensioned lighting details for structures and the site (including all wall mounted and landscape lighting) for all new construction and major additions/renovations.

An existing landscape and hardscape plan for renovations, additions, etc. of existing structures/sites where the landscape and/or hardscape is being altered.

A detailed plant list that breaks down the landscape material by trees/palms/shrubs/etc., and notes the quantity, native or non-native, and heights & spreads of material at planting, and what the established heights and spreads of the plants will be.

Native vegetation accounts for at least 25 percent (25%) of all new required landscaping shown on the landscape plans in the form of trees, shrubs and ground cover plants (other than grass). To determine appropriate native vegetation, the Xeriscape Plant Guide by the South Florida Water Management District, or if available County or regional lists as amended, may be used.

Native vegetation calculations provided on the landscape plan that confirm compliance with the 25% native landscaping requirement. This requirement is at least 25% of the new area affected by the ARCOM application must be covered by native vegetation at maturity (not at planting). For example: for a new brand new home (which is a change to the entire site) on an R-B lot that is 20,000 square-feet in size or less, the requirement would be that 25% of the required landscape area (which is 45% of the site) is covered by native landscape species when that landscaping reaches its maturity, and includes all native canopies even if understory plantings are not native plants.

North/South and East/West landscape/hardscape cross-sections, which include the neighbor’s and Right of Way elevations, walls and landscaping for all applications for new homes and major additions.

Photographs (without panoramic or fish eye lenses) that do not exceed four (4) per page in the presentation.

Color photographs of samples (roof tiles, pavers, stone, bricks, etc.) – with physical samples brought to the meeting to present.

A materials removal plan that details what materials are to be removed or relocated as part of a renovation project. The materials removal plan must clearly show the percentage of the existing structure that will be removed so that a determination can be made as to whether 50% or more of the existing structure is being removed. Removal of 50% or more of the existing structure will result in the need for the project to meet all current code requirements.

A physical model brought to the ARCOM meeting for projects over 10,000 square feet; digital presentations are also strongly encouraged for all major projects.

A succinct written narrative for revised presentations describing the changes that have been made since the last presentation.

Deferred Project Presentation Requirements (project deferred without partial approval) – if a project is deferred (not partially approved), all required presentation items that were required for the initial review are included in the revised presentation and minisets.

Deferred Project Presentation Requirements (project was partially approved with specific items to return) – if a project is partially approved with specific items deferred for restudy, and to be brought back to the Commission for review, all previously approved plans and details are included in the revised presentation (at the end) for reference purposes.
I affirm that all of the checked items are included in my presentation.

SIGNATURE OF AFFIANT: __________________________________________________________

PRINTED NAME OF AFFIANT: _____________________________________________________

DATE: __________________________________________________________________________

Revised 9-28-19