



PRELIMINARY PLAN SUBMITTAL CHECKLIST

Amelia Island Plantation Architectural Review Board

- Completed Application Form
- Application, Review and Permit Fee
- Certified Topographic and Tree Survey
- Preliminary Site Plan (1/8" = 1' or 1" = 10' scale) with the following information:
 - o Property lines
 - o Building, driveway, walkways, fencing, patios, decks or other structures proposed for subject lot
 - o Existing contour lines (if the parcel is substantially flat, spot elevations in place of contour lines may be provided)
 - o Proposed contour lines (proposed grading changes)
 - o Storm Water Management Concept
 - o Location, diameter and species of all trees greater than 6" diameter
 - o AIP Building setbacks
 - o Buildings, driveways and other structures on adjacent lots within twenty-five (25) feet of subject property
 - o Marsh Edge Buffer (marsh front properties only)
- Preliminary Architectural Plans (1/8" = 1' scale)
 - o Floor Plans
 - o Elevations of all sides including shade and shadow as necessary to help illustrate the architectural character
- Photographs or photographic mosaics of adjacent properties and views from all sides of subject property. Each photograph shall be labeled with direction from subject property.
- The maximum sheet size is 24" x 36" unless otherwise approved.
- Electronic copy of Preliminary Plan Package in PDF format

Property: _____
 Street Address

Contact: _____
 Name

_____ () _____
 E-mail Phone