



Town of Ridgeland

Planning and Community Development

One Town Square · Post Office Box 1119 · Ridgeland, SC 29936

Phone: (843) 726-7521 Fax: (843) 726-7525

Consolidated Review Committee/Planning Commission Checklist

Incomplete submissions will not be reviewed.

- Completed Applications and Fees
 - Site Plan with recorded plat / survey (1"=20" Min.) including proposed building(s) with setbacks, Surveyor's stamp, Easements, Street names, significant trees (10" diameter or more), adjacent buildings, Lighting, Drainage, Lot Coverage, all Utility Lines, Septic Fields, wells, Environmental Protection Areas (DNR, Army Core of Engineers, OCRM, etc.) Required Green Space etc.,
 - Name and Location of Project (Street names and Location Map)
 - Name of Architect, Surveyor and Engineer
 - Parking Spaces and required circulation (required/provided)
 - Proposed Demolition
 - Landscape Plan with hardscaping, fences, detailed planting plan and proposed buildings
 - Drainage plan with retention areas
 - DNR, OCRM and environmental protection lines
 - Photographs of existing site and adjacent properties
 - Building Floor Plans and Roof Plan with service yards and mechanical equipment size and locations (1/4th Scale)
 - Building Elevations with labeled materials, vertical dimensions, exterior lighting, section, wall section and detail tags, etc. (1/4th Scale)
 - Building Section with labeled materials, vertical dimensions, section, wall section and detail tags, etc. (1/4th Scale)
 - Details (1"-3" Scale)
 - Eaves Detail
 - Railing Details
 - Column Details
 - Window Types, manufacture/specifications
 - Window and Door Head/Jambs/Sill Details
 - Porch Sections and Details
 - Hogboard Details
 - Exterior Moldings
 - Fence Details
 - HVAC Screen Walls
 - Ancillary Building Details
 - Materials, Colors, Specifications, Samples and Fixture Cut Sheets
- * All submissions are due **Two (2) Weeks** prior to scheduled CRC meeting
- * All submissions require **Full Sets of drawings**. Incomplete submissions will not be reviewed
- * Applicant is responsible for providing the correct number of copies.