



**Captain's Island Initial Site Meeting**

The Architect and Landscape Architect are required to be present for the site meeting.\*

Please complete the following:

Date: \_\_\_/\_\_\_/\_\_\_

Property Address: \_\_\_\_\_ Parcel/Block/Lot: \_\_\_\_\_

**Owner:** \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Architect/Residential Designer:** \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Builder:** \_\_\_\_\_  Approved Builder  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Landscape Architect:** \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Describe significant site**

**features:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Checklist for Initial Site Meeting – Captain's Island**

Initial site meeting has several objectives:

- To clarify any applicable restrictions such as: setbacks, OCRM, critical lines, easements, grading concepts, height restrictions and lot coverage, and identification and protection of distinctive trees, buffers, and significant natural characteristics of the site, etc.
- To clarify ARB procedures.
- To examine the location and general appearance of neighboring residences so as to discuss and review their impact on the site design and development.



**Required Materials:**

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- **Tree and Topographic Survey:** One (1) set at 11" x 17", prepared and sealed by a Surveyor or Engineer who is currently registered and licensed in S.C., dated not more than eighteen (18) months prior to the Initial Site Meeting, and prepared at a scale of 1/8" = 1' or 1/10" = 1', showing:
  - Property lines, all easements, setbacks, critical lines, and lot area
  - Location of adjacent residences and driveways, indicating their approximate side-yard window locations
  - Utility locations
  - Base Flood Elevation
  - All existing site features including topography at 1 foot (1'-0") intervals
  - OCRM critical lines and wetlands delineated and certified by OCRM within five (5) years of the date of submittal. Certifications shall meet current OCRM criteria
  - Location of all trees in excess of six inches (6") in diameter as measured four and one-half feet (4'-6') above the ground
  - Location of any grand trees (24" in diameter or greater) as measured four and one-half feet (4'-6') above the ground
  - Location and outline of tree canopies and critical root system areas for hardwoods twelve inches (12") in diameter or greater. Diameter of critical root zones shall be calculated at one and one-half feet (1'-6") for every inch of tree diameter. These trees shall have an identification number on the survey ribbon in the field which corresponds to the location/number shown on the Survey Plan drawing
  - Location of any diseased or damaged trees
  - Any other significant site features
- **A PDF document of all submittal items** including scanned PDF's of plans prepared manually, sketches, renderings, letters, and any other information included in the submittal; plans prepared manually shall be scanned at a minimum of 300 dpi; plans with color coding information are to be a color PDF; files shall be submitted via email to the ARB Administrator.
- **Site Analysis Drawing:** Existing site conditions and characteristics drawn on a copy of the Tree and Topographic Survey, to include:
  - Existing drainage patterns
  - View corridors
  - Outline of the buildable area as defined by natural features including but not limited to topography, Critical Root Zones, tree canopies, setbacks, easements, regulatory requirements, etc.
- **Proposed Site Development Plan:** Proposed development drawn on a copy of the Tree and Topographic Survey, to include:
  - Outline of the conceptual building massing/footprint, decks, stairs, drive, and walkway locations
  - Proposed drainage patterns