



**Submittal Check List for
Site Spec with Approved Master Plan
New Detached/Attached Single
Family or Duplex (2018 IRC / IECC)**



- **When submitting for Site Specific permits, submit only the following documents:**
 - (10-day review time, 5 plans maximum per Builder per day)
- **Permit Application:** A completed application includes a signature as well as all line items addressed (if an item is not applicable please note as such), and list of the included options.
 - Application can be found here:
<https://www.lovgov.org/home/showpublisheddocument/50897/637122655063630000>
- **Site Specific Architectural Plans**
 - Extract from the Approved Master Plan Set only the elevation style with options that apply to the site-specific model.
 - Example: *Modern Farmhouse + extended front patio + opt. 3-car garage + Bedroom 3 in lieu of study.*
 - The Site-Specific set should include the following pages from the Approved Master Plan Set
 - Basement / crawlspace plan
 - Finished basement plan (if applicable)
 - Floor plans
 - Elevations
 - Roof Plan
 - Building / stair sections / details
 - Electrical
 - “flipped” architectural floorplans and elevations are **not required.**
- **Engineered Foundation and structural Plans**
 - Show specific address for project in title block.
 - Proper orientation of foundation (i.e. garage left or garage right view from street)
 - Proper orientation of framing structurals (garage left or garage right)
 - Floor, roof, truss framing plans must match orientation of foundation.
 - Include only the elevation style and options that apply.
 - Show the address on the specific dwelling’s foundation for a single family attached plan (i.e. Townhomes).
- **Site Plan / Grading Plan**
 - Application can be found here:
<https://www.lovgov.org/home/showpublisheddocument/47887/636894761377270000>
 - Provide DRC Letter of Approval (if necessary)
 - Contact DRC@mcwinney.com for questions and further details.

- Or any other approval needed from the HOA of the subdivision where building.
- **Residential Lot Stormwater Quality Permit Application**
- Application can be found here:
<https://www.lov.gov.org/home/showpublisheddocument/51030/637140057230600000>
- **Water Receipt**
- **When submitting for Site Specific w/ Sales Office, submit the following:**
 - **A separate permit is issued for the sales office.**
 - Floor plan of office space (can be a “cropped” image of the converted space)
 - 2 exterior building elevations
 - **Accessibility Plan (see Master Plan Checklist for details)**
 - Site Plan
 - Provide DRC Letter of Approval (if necessary)
 - Contact DRC@mcwinney.com for questions and further details for homes being built in Millennium GDP