



# BOARD OF ARCHITECTURAL REVIEW

## REVIEW REQUIREMENTS FOR FENCES, WALLS AND SITE WORK

CITY OF CHARLESTON  
75 Calhoun Street, Third Floor

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY  
Charleston, South Carolina 29401 843-724-3781 Fax: 843-724-3772 www.charleston-sc.gov

**GENERAL INFORMATION:** The Board of Architectural Review (BAR) was established in 1931 with the creation of the first preservation ordinance in the United States. As stated in the City of Charleston Zoning Ordinance, the purpose of the Board is "the preservation and protection of the old, historic or architecturally worthy structures and quaint neighborhoods which impart a distinct aspect to the city and which serve as visible reminders of the historical and cultural heritage of the city, the state, and the nation." The BAR reviews **all exterior work** visible from any public right-of-way, including new construction, alterations and renovations. Some projects are required to go before the full board, while others may be handled at staff level. Determination of the appropriate level of review will be made by Urban Design & Preservation Division staff.

**Board meetings** are held at 4:30 p.m. on the second and fourth Wednesdays of each month at 75 Calhoun Street, third floor, City of Charleston Conference Room. Deadline for applications is 12:00 noon, typically ten days prior to the meeting date. For meeting schedules, application forms, or additional information, please visit [www.charleston-sc.gov/bar](http://www.charleston-sc.gov/bar) or contact the City of Charleston's Urban Design & Preservation Division staff.

**Zoning Requirements:** Prior to BAR review, it is the responsibility of the applicant to determine if zoning approval is required with the City of Charleston Zoning Division.

**Neighborhoods:** It is strongly encouraged that all applicants meet with the relevant neighborhood association and any adjacent property owners prior to BAR submittal. Please see the Neighborhood Contacts information sheet for more information.

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### SUBMITTAL REQUIREMENTS FOR BOTH BOARD AND STAFF REVIEW:

- Completed application form and fee
- 5** half-size sets (Board review) OR **1** half-size and **2** full-size sets (staff review) of the following:
  - Site Plan, to scale, depicting:
    - Existing and proposed layout of all driveways, walkways, parking areas, entrance and exit drives, loading areas, walls, gates, etc.
    - Existing building(s) adjacent to the property.
    - Any demolition of existing site features
  - Architectural drawings, to scale, depicting:
    - Elevations (including general notations regarding materials and dimensions) of proposed walls, fences, gates, etc.
    - Section of proposed walls/fences to depict method of construction.
  - Material selections including:
    - Samples, brochures, and/or photographs for *atypical materials* (i.e., paving material or specific type of brick) and not for wood, stucco, etc.
  - Photographs of all sides of existing site and structure (if any). Also include photographs of surroundings sufficient to explain context. This includes, but is not limited to, buildings, signs, and site features
- All of the above materials submitted in digital format on a CD (Board review only). Please convert all plans and photos to .jpeg format, if possible. If providing PDFs, documents must be merged into a single file where appropriate. The digital submittal should be read-only, named using the following naming system: DocumentNameMeetingdate.fileextension (e.g., SouthElevation3-14-07.pdf).