



## BOARD OF ARCHITECTURAL REVIEW

# CONCEPTUAL PHASE REVIEW REQUIREMENTS

(NEW CONSTRUCTION, ALTERATIONS, AND RENOVATIONS)

CITY OF CHARLESTON  
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DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY  
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### CONCEPTUAL REVIEW:

Review of the general height, scale, mass and 3-dimensional form of a building or an addition to an existing building, and the general architectural direction and quality of the project as it relates to its site, its neighborhood, and the City of Charleston. This phase defines the overall quality and architectural character of the project. A pre-design conference with the City Architect/Preservation Officer may be required prior to application for Conceptual Review.

**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.

### SUBMITTAL REQUIREMENTS:

- 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:
    - Proposed layout of all structures (include north arrow, property lines and adjacent streets).
    - Proposed layout of all driveways, walkways, parking areas, entrance and exit drives, loading areas, walls, gates, mechanical equipment, etc.
    - Existing building(s) adjacent to the property.
    - Any demolition of existing site features.
    - The site plan shall show the ground floor plan and how it relates to the site.
  - Architectural drawings, to scale, depicting:
    - Floor plans.
    - Building elevations (including general notations regarding materials and dimensions). For new construction, each individual elevation should be depicted on a separate page so that details and notes are of sufficient size for review.
    - Label elevations according to compass orientation.
    - Include documentation of existing grade/flood plain requirements where relevant.
    - Where an addition to an existing building is proposed, provide existing plans and elevations noting any removal or alteration of existing building elements.

- For new construction, provide a Streetscape Elevation (drawn to scale) of buildings adjacent to and across the street from the site. The proposed new construction must be included in the streetscape for comparison.
- **Initial submittals should show existing and proposed conditions. For all subsequent submittals, architectural drawings should show existing conditions, the previous proposal, and the current proposal on the same page, side-by-side for comparison.**
- Photographs 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. If digital, the photographs should be printed at no more than two per page; if prints, they should be mounted to 8-1/2 x 11 paper, not loose. All photos submitted shall be of sufficient size and quality to allow for review of existing conditions.
- Color rendering and/or three-dimensional drawings (for significant projects). A large monitor is available for digital presentations, but the applicant must bring a laptop to connect to the monitor.
- Scale model (if required by the Board or City Architect).
- All materials in digital format on a CD (Board review only).
- Please convert all plans and photos to .jpeg format, if possible. If providing PDFs, documents should 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).

## BAR SUBMITTAL CHECKLIST

Please check that your application includes the following items: *This sheet supplements but does not replace the submittal requirements. It is a guide to make sure your application contains the necessary elements we need to review it.*

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- I have received any zoning approvals that are required for my project.
- I have reviewed the submittal requirements for the phase I am submitting.
- 1** Completed application form and fee
- 5** half-size sets of architectural drawings
- 5** sets of photographs of site/context
- 1** CD containing the digital version of all plans and photographs
- Materials board/samples (for Preliminary Review submittals)
- If owner or applicant is an LLC, list of individual members\*

Architectural drawings must contain the following:

- Existing and proposed plans and elevations (initial submittal)
- Existing, previous and current plans and elevations, with previous and current on the same page (subsequent submittals)
- All elevations labeled according to compass orientation
- North arrow on site and architectural plans
- Page numbers
- Stapled only (no comb bindings or covers)
- Non-coated paper

\*Providing these names is not required, but doing so helps avoid the possibility of deferrals due to late recusals at the meeting.