



## BOARD OF ARCHITECTURAL REVIEW

# PRELIMINARY 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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### PRELIMINARY REVIEW:

Review of the development of the conceptual design and its relationship to its context in terms of the project's details, materials and finishes. This phase defines the level of quality of construction, and the relationship of the buildings' components to surrounding buildings and to one another. A pre-design conference with the City Architect/Preservation Officer may be required prior to application for Preliminary 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 (a fee is only required with the initial submittal).
- ❑ **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, including:
    - Floor Plans (all floors) depicting:
      - Arrangement of interior spaces.
      - Locations of windows and doors.
      - Mechanical equipment (exterior).
      - Electrical meter location and electrical service access.
      - The relationship between the ground floor and the site (sidewalks, walls, etc.).
      - Where an addition to an existing building is proposed, provide existing floor plans noting any removal of existing building elements.

-Building Elevations (all exterior sides) depicting:

- Proposed materials, including those for walls, roofs, chimney flues, gutters and downspouts, and porches, window types, etc.
- Existing grade and proposed grade, with finished floor elevations, and building height.
- Mechanical vents and equipment.
- Location and type of outdoor lighting fixtures.
- Design and location of signage.
- Where an addition to an existing building is proposed, elevations must clearly indicate any removal of existing building elements.
- Include documentation of existing grade/flood plain requirements where relevant.
- 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.
- Label elevations according to compass orientation.

-Building Sections and Wall Sections depicting:

- Vertical dimensions.
- Building sections should depict each area where significant changes in the building's volume occur (e.g., one section may be through two-story porches and another through a gabled end facade) and should be at sufficient scale for review (typically 1/4" min.).
- Similarly, Wall sections should depict the various construction systems and materials specific to the proposed building (i.e., not simply a "typical" wall section).
- The Wall section(s) should be at a sufficient scale (3/4" min.) for review of material relationships, and generally should depict the wall construction from the ground plane to the building's parapet or eave line.

**PLEASE NOTE: 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.**

- Material selections including:
  - Samples, brochures, and/or photographs of all exterior materials, finishes, windows, and fixtures.
  - Samples are primarily required for atypical materials (i.e., a synthetic cornice) and not for wood, stucco, etc. (unless otherwise specified by the City Architect/ Preservation Officer).
- 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/ Preservation Officer).
- 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.