



# SUBMITTAL REQUIREMENTS FOR BAR-SMALL PROJECTS

(NEW CONSTRUCTION, ALTERATIONS, AND RENOVATIONS)

CITY OF CHARLESTON  
2 George Street, Third Floor

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY  
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## GENERAL INFORMATION:

The Board of Architectural Review (BAR) reviews all exterior work visible from any public right-of-way or elevated roadway, including new construction, alterations and renovations, within the City's Historic Districts. Most projects will require review by the Board, while others can be handled by staff. The City Architect/Preservation Officer will determine the applicable level of review based on the scope of work.

Board meetings are held at 4:30 p.m. (unless noted otherwise) on the second and fourth Thursdays of each month at 2 George Street in the 1st floor meeting room. For deadlines dates, meeting schedules, application forms, or additional information, please visit [www.charleston-sc.gov/bar](http://www.charleston-sc.gov/bar).

Prior to BAR review, it is the responsibility of the applicant to obtain Zoning approvals (Variances, Special Exceptions, Zoning staff approval), and Pre-App TRC review (if applicable) that are required for this project. Failure to do so will result in deferral from the BAR agenda. **Provide a statement on the cover sheet indicating that you have met with Zoning staff and the project is Zoning compliant and does not require, or has obtained, any Variances or Special Exceptions. This statement should also indicate that you have had Pre-App TRC review (if applicable).** Applicants are strongly encouraged to meet with the relevant neighborhood association and any adjacent property owners prior to making a BAR submittal.

**IMPORTANT: IF YOU ARE APPLYING FOR ADDITIONAL HEIGHT BASED ON ARCHITECTURAL MERIT AND CONTEXTUAL COMPATIBILITY, YOU MUST PROVIDE A DETAILED STATEMENT EXPLAINING WHY YOU BELIEVE THE PROJECT WARRANTS THE ADDITIONAL HEIGHT.**

**ANY PART OF AN APPLICATION DOES NOT CONFORM TO THE SUBMITTAL REQUIREMENTS FOR THE RELEVANT PHASE, OR IS INCOMPLETE, WILL BE REJECTED AND REMOVED FROM THE AGENDA.**

## SUBMITTAL REQUIREMENTS:

All items described below are required. **Check each box for the relevant review phase, sign at the end of the form, and submit these checked and signed Submittal Requirements with the application.** Staff-level reviews are not subject to deadlines, but are reviewed in the order received, and will be deferred if incomplete.

### STAFF REVIEW

- 1 Completed application form (must accompany every submittal including revisions, materials, etc.).
- 1 Application fee (a fee is due each time a project is submitted for review).
- 1 Set of photographs as outlined below.
- 1 Half-size (18" x 24" max. sheet) and 1 full-size (36" x 48" max. sheet) set of drawings as outlined below.

### BOARD REVIEW

- 1 Completed application form for every submittal.
- 1 Application fee (a fee is due each time a project is submitted for review).
- 5 Sets of photographs as outlined below.
- 5 Half-size sets (18" x 24" max. sheet) of drawings as outlined below.

- 1 CD or jump drive containing the digital version of all submitted documents as outlined below.
- A physical model (if required) as outlined below.
- A materials board (if required) as outlined below.

**Digital version of submittal** - All submittal documents (plans, photographs, etc.) must be provided both digitally and in hard copy (and must be a duplicate of each other.) They should be saved as a PDF's on a CD or jump drive. Applicants wishing to give a prepared presentation at the meeting must include it on the same CD. Digital presentations will not be accepted via email, after the deadline, or during the meeting. Required for Board-level submittals only.

**Historic Structure Background Information** – Submit documentation including Sanborn Maps, historic photographs, historic archival or physical evidence, and a narrative describing important background on the structure to be restored, renovated, receive an addition, or otherwise affected by the proposal.

**Photographs of existing site, context and structure** - This includes, but is not limited to, buildings, signs, and site features. Photographs should be clear and legible, printed in color, one good quality image per 8-1/2 x 11 page, and include a description. Required at Conceptual and Preliminary Review phases only. Do not include at Final Review phase.

**Physical model** – **Optional. If provided, models must be at a scale sufficient to clearly depict the design intent in height, scale, mass and 3D form. The extent of the model should show sufficient context to demonstrate contextual compatibility.** If provided, bring at Conceptual and Preliminary Review phases only. Models should be brought to the Board meeting and removed immediately after the project is heard.

**Materials** - Stand-alone samples of exterior finishes, colors and fixtures are acceptable, although mounted on a materials sample board and labeled, is preferred. (Staff can provide examples if needed). **Boards and samples must be labeled with the applicant's name and the project address. Materials and material boards are required at Preliminary and Final Review phases only. Must be submitted by the submittal deadline.**

**Drawings** – Architectural drawings must include the items listed below and are broken down by phase of review, with each phase requiring an increasing level of detail. Drawing sets must include the items described under the phase for which you are submitting as well as the items described under all prior phases. **AFTER THE INITIAL SUBMITTAL, ALL SUBSEQUENT SUBMITTALS MUST INCLUDE THE PREVIOUSLY-PROPOSED SITE PLAN, FLOOR PLANS, ELEVATIONS AND RENDERINGS SIDE-BY-SIDE ON THE SAME DRAWING WITH THE CURRENT PROPOSAL, FOR COMPARISON.**

**NOTE 1: THE MAXIMUM DRAWING SIZE FOR BOARD SUBMISSIONS IS 18" X 24". SCALE REQUIREMENTS ARE AS NOTED BELOW.** Orient site plan and floor plans the same. Provide a drawing index with page numbers and number all pages sequentially starting at one and continuing. Indicate the applicant name and contact information, official project street address and name on the cover sheet. Indicate the "Formerly Known" name/address if it has changed.

**For project with multiple structures, submit the following:**

- Overview of the development including background information, relationship of buildings and exterior spaces to one another, streetscapes, site plan, landscape (if desired but not required) and hardscape plans, comparison elevations and overall renderings. If this overview is denied or deferred by the Board, the application for individual subsequent buildings may be deferred at the discretion of the Board.
- A separate submittal package for each "building" conforming to the requirements outlined below.

- These requirements may be waived by staff for smaller projects with multiple buildings.

**Conceptual Review:** Review of the 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. Consult with the BAR-S Administrator regarding a pre-design conference prior to application for Conceptual Review.

**Generally, the Conceptual Review drawings should reflect 20% completion of the architect's "Design Development Phase" as defined by the AIA.**

#### TITLE PAGE:

- Must include applicant name and contact information, project name, address and drawing index (number on each sheet in the lower right corner. Number all pages sequentially starting at one and continuing).
- Must include dates of all previous reviews by TRC, Zoning (BZA or Staff) and BAR.
- Must include a statement regarding Zoning compliance as described above.

#### HISTORIC STRUCTURE BACKGROUND:

- Provide historic structure background information as noted above.

#### DIAGRAMS:

- Provide a diagram (if applicable) illustrating any half-story to show compliance with the Height Ordinance.

#### EXISTING AND PROPOSED ARCHITECTURAL SITE PLANS AND CONTEXT PLAN

**(To Scale, min. 1/16" = 1'-0" after printing. SEE NOTE 1 ABOVE):**

- Layout of all structures (with north arrow, graphic drawing scale, cardinal directions, property lines, dimensions and adjacent streets labeled).
- Layout of all paved or gravel areas, walls, gates, mechanical equipment, parking spaces, trees, other significant site features etc. with materials clearly noted.
- Existing building(s) adjacent to the property on all sides.
- Any demolition or removal of existing site features.
- The ground floor plan and how it relates to the site.
- Must include FEMA zone information.

#### EXISTING AND PROPOSED ARCHITECTURAL FLOOR PLANS

**(To Scale, min. 1/8" = 1'-0" after printing. SEE NOTE 1 ABOVE):**

- Provide a separate plan for each level.
- Must include north arrow and a graphic scale.
- Notes/labels should identify floor level, dimensions, room names, equipment, section cuts, etc.
- Differentiate new from existing with hatching or tone.
- Must include a roof plan.
- Arrangement of interior spaces with window and door locations and rooms labeled.
- On existing floor plans, note any removal of existing building elements; differentiate new from existing with hatching or tone.
- Where an addition to an existing building is proposed, provide existing plans noting any removal or alteration of existing building elements.

### **EXISTING AND PROPOSED ARCHITECTURAL BUILDING ELEVATIONS**

**(To Scale, min. 1/8" = 1'-0" after printing. SEE NOTE 1 ABOVE):**

- Must include notations regarding all existing and proposed materials and dimensions.
- Must include all elevations regardless of visibility.
- Must include elevation labels according to compass orientation.
- Indicate 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 or additions facing the street, provide a streetscape elevation (drawn to scale) of buildings adjacent to the site, and a streetscape elevation (drawn to scale) across the street from the site. The proposed new construction must be included in the streetscape elevation on both sides of the street. A photo montage will not be acceptable in lieu of a scaled drawing streetscape elevation.

### **COLOR RENDERING AND/OR THREE-DIMENSIONAL DRAWINGS** (Optional for residential, required for commercial new construction):

If required, a minimum of two renderings shall be provided as follows:

- Proposed construction, including adjacent structures, as it would be seen at eye level by a pedestrian on a sidewalk abutting the property.
- Proposed construction, including adjacent structures, as it would be seen at eye level by a pedestrian on a sidewalk across the street from the property.
- Additional renderings/views are always helpful.

**NOTE: Do not include "Possible Future Developments/Buildings" in the renderings as this is misleading.**

### **PHOTOGRAPHS**

- 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. One good quality image per 8-1/2 x 11 page. Printed photos 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.

**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.

**Generally, the Preliminary Review drawings should reflect 40% completion of the architect's "Construction Documents Phase" as defined by the AIA.**

#### TITLE PAGE:

- Must include project name, address and drawing index (number on each sheet in the lower right corner. Number all pages sequentially starting at one and continuing).
- Must include dates of all previous reviews by TRC, Zoning (BZA or Staff) and BAR.
- Must include a list of Staff and Board Comments from the previous meeting with responses explaining how previous comments have been addressed.

#### PREVIOUS AND CURRENT ARCHITECTURAL SITE PLANS, DETAILS AND CONTEXT PLAN

**(To Scale, min. 1/16" = 1'-0" after printing. SEE NOTE 1 ABOVE):**

- Layout of all structures (with north arrow, graphic drawing scale, cardinal directions, property lines, dimensions and adjacent streets labeled).
- Layout of all paved or gravel areas, walls, gates, mechanical equipment, parking spaces, trees, other significant site features etc. with materials clearly noted.
- Existing building(s) adjacent to the property on all sides.
- Any demolition or removal of existing site features.
- The ground floor plan and how it relates to the site.
- Must include FEMA zone information.
- Must include location and type of outdoor lighting fixtures.

#### PREVIOUS AND CURRENT ARCHITECTURAL FLOOR PLANS

**(To Scale, min. 1/8" = 1'-0" after printing. SEE NOTE 1 ABOVE):**

- Provide a separate plan for each level.
- Must include north arrow and a graphic scale.
- Notes/labels should identify floor level, dimensions, room names, equipment, section cuts, etc.
- All section cut symbols must be complete, coordinated, and refer to the consecutive page number where sections and details are located.
- Differentiate new from existing with hatching or tone.
- Must include a roof plan.

- Arrangement of interior spaces with window and door locations and rooms labeled.
- Locations of mechanical equipment (exterior), electrical meter location and electrical service access, water heaters, gas meters and regulators, vents, etc.
- Must include location and type of all outdoor lighting fixtures.
- On existing floor plans, note any removal of existing building elements; differentiate new from existing with hatching.
- Where an addition to an existing building is proposed, provide existing plans noting any removal or alteration of existing building elements.

### **PREVIOUS AND CURRENT ARCHITECTURAL BUILDING ELEVATIONS (ALL SIDES)**

**(To Scale, min. 1/8" = 1'-0" after printing. SEE NOTE 1 ABOVE):**

- Must include proposed materials (including walls, foundations, roofs, chimney flues, gutters and downspouts, porches, window/door types, etc.).
- Must include all elevations regardless of visibility.
- Must include elevation labels according to compass orientation.
- All section cut symbols must be complete, coordinated, and refer to the consecutive page number where sections and details are located.
- Must indicate existing grade and proposed grade, with finished floor elevations and building height, measured from the highest curb elevation adjacent to the site. Indicate flood plain requirements where relevant.
- Must include all penetrations through the exterior wall including mechanical vents and equipment.
- Must include location and type of outdoor lighting fixtures.
- Must include design and location of all signage that is integral to the building architecture.
- Where an addition to an existing building is proposed, elevations must clearly indicate any removal of building elements.
- For new construction or additions facing the street, provide a streetscape elevation (drawn to scale) of buildings adjacent to the site, and a streetscape elevation (drawn to scale) across the street from the site. The proposed new construction must be included in the streetscape elevation on both sides of the street for comparison. A photo montage will not be acceptable in lieu of a scaled drawing streetscape elevation.

### **BUILDING SECTIONS**

**(To Scale, min. 1/8" = 1'-0" after printing. SEE NOTE 1 ABOVE):**

- Building sections should be provided for each area where significant changes in the building's construction and/or volume occur. (e.g., one section may be through two-story porches and another through a gabled end facade). They must include critical vertical and horizontal dimensions.
- All section cut symbols must be complete, coordinated, and refer to the consecutive page number where sections and details are located.

## WALL SECTIONS

(To Scale, min. 3/8" = 1'-0" after printing. **SEE NOTE 1 ABOVE**):

- Wall sections should depict the various construction systems and materials specific to the proposed area of the building (i.e., not simply a "typical" wall section). Wall section(s) should depict material relationships, and generally should depict the wall construction from the ground plane to the building's parapet or eave line at every change in wall conditions (including porches, balconies, canopies, recesses, piazza screens, bays, door and window openings, etc.). Incorporate break lines as necessary to fit the page.
- All section cut symbols must be complete, coordinated, and refer to the consecutive page number where sections and details are located.

## MATERIALS

- 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 BAR-S Administrator).

## DETAILS

- Details shall be 3/4" = 1'-0" min. after printing.**

## PHOTOGRAPHS

- 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. One good quality image per 8-1/2 x 11 page. Printed photos 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.

**Final Review:** Review of the completion of the preliminary design based on completed construction documents and material specifications, consistent with the level of quality of the previous phases.

**Generally, the Final Review drawings should reflect 90% completion of the architect's "Construction Documents Phase" as defined by the AIA.**

## FINAL CONSTRUCTION DOCUMENTS:

(Everything required of Preliminary Phase, at the same scale requirements, expanded for 90% completion of Construction Documents. Check the boxes for Preliminary Review for Final Review Submittal Requirements):

- Sufficient for construction purposes, depicting all materials and methods of each type of construction affecting the exterior appearance of the structure, or as specifically requested by the Board of Architectural Review or staff. **Details shall be 3/4" = 1'-0" min. after printing.** All section cut symbols must be complete, coordinated, and refer to the consecutive page number where sections and details are located.

- 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).
- The requirement for an on-site, full-scale mock-up panel will be determined on a project specific basis by the City Architect/Preservation Officer for commercial new construction, for final confirmation of materials and craftsmanship. See separate specific submittal requirements for mock-up panel drawings. Submit mock-up panel drawings with final phase review drawings.
- The requirement for an on-site, full-scale mock-up panel for final confirmation of materials and for craftsmanship will be determined by the City Architect. See specific submittal requirements for mock-up panel drawings. Submit mock-up panel drawings with final phase review drawings. Bring the project renderings to the on-site mock-up review to illustrate the location of mock-up components

**Final Review by Staff:** Review of the completion of the Board-approved project based on completed "For-Permit" construction documents and material specifications, consistent with the level of quality and requirements of the previous phases.

**The Final Review drawings should reflect 100% completion of the architect's Construction Documents Phase and represent "For Permit" drawings.**

- Final "For-Permit" construction documents shall be sufficient for obtaining a Building Permit, depicting all materials and details for the project including all drawings of all consultants. **Details shall be 3/4" = 1'-0" min. after printing.**
- All section cut symbols must be complete, coordinated, and refer to the appropriate page number where sections and details are located.
- IMPORTANT:** Cloud all changes to Final Review documents comprehensively.

Printed Name \_\_\_\_\_

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

Signed Name \_\_\_\_\_