



## BOARD OF ARCHITECTURAL REVIEW

# REVIEW REQUIREMENTS FOR DEMOLITION

CITY OF CHARLESTON  
2 George Street

Charleston, South Carolina 29401

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY  
843-724-3781 Fax: 843-724-3772

[www.charleston-sc.gov](http://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 has demolition review of **all buildings** in the Old and Historic District, of buildings 50 years or older south of Mount Pleasant Street, and of any buildings located within the City's Landmark Overlay properties.

**Board meetings** are held at 4:30 p.m. on the second and fourth Wednesdays (BAR-L) and Thursdays (BAR-S) of each month at 2 George Street in the 1<sup>st</sup> floor meeting 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

### SUBMITTAL REQUIREMENTS:

All items described below are required. **Check each box, sign at the end of the form, and submit these checked and signed Submittal Requirements with the application.** (NOTE: ANY PART OF AN APPLICATION DOES NOT CONFORM TO THE SUBMITTAL REQUIREMENTS, OR IS INCOMPLETE, WILL BE REJECTED AND REMOVED FROM THE AGENDA).

**Definition:** Demolition is defined as the removal of an entire structure or a substantial portion of a structure visible from the public right-of-way or a substantial portion of features of a structure that are visible from the public rights-of-way that define its historic architectural character, such as roofs, columns, balustrades, chimneys, siding, windows, doors, shutters, site walls, fences and other unique architectural features, which if lost, would compromise the historic architectural character of the structure

- 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)
- 5 sets of materials including each of the following (hard copy):
  - Title page must include the design architects' name and contact information, project name, address and drawing index (page number on each sheet in the lower right corner. Number all pages sequentially starting at one and continuing).
  - Site Plan or survey, to scale, depicting structure(s), or portions of structures, to be demolished, including site features, surrounding buildings, and adjacent streets. Plans should clearly indicate which portions are to be removed. **Please note that requests involving demolition and subsequent new construction should be divided into two separate submittals.**
  - Photographs of all sides of the structure(s), including existing conditions and site features. Interior photographs which help to indicate the structural condition should be submitted as well. Photographs should be clear and legible, printed in color, one good quality image per 8-1/2 x 11 page, and include a description.
  - A structural engineer's report assessing the structural integrity and overall condition of the building. **(Not required if structural failure is not the reason for requesting demolition.)**

- Submit documentation indicating the date of construction of the original structure and any subsequent additions or alterations. In addition, include Sanborn Maps, historic photographs, historic archival or physical evidence. The Architecture and Preservation staff is available to assist with research if necessary.
- All of the above materials submitted in digital format on a CD or jump drive containing the digital version of all submitted documents as outlined above. PDF documents must be merged into a single file.
- An on-site meeting with the City Architect/ Preservation Officer (BAR-S) or the BAR-S Administrator (BAR-S) and BAR members is required for demolition requests of significant structures, and is scheduled prior to the meeting.

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

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

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