



# DESIGN REVIEW BOARD

## APPLICATION

**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/DRB](http://www.charleston-sc.gov/DRB)

<b>Property Address:</b>		<b>TMS No.:</b>
<b>Review request:</b> <input type="checkbox"/> Conceptual <input type="checkbox"/> Preliminary <input type="checkbox"/> Final	<b>For:</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Alterations / Additions <input type="checkbox"/> Repairs or repaint with no changes	<b>Meeting date requested:</b> <input type="checkbox"/> Appeal Decision of Urban Design Staff <input type="checkbox"/> Color Change <input type="checkbox"/> Demolition

<b>Total Cost Estimate (building and site):</b> _____ :		
Property Owner:	Daytime phone:	
Applicant:	Daytime phone:	
Applicant's mailing address:		
City:	State:	Zip:
Applicant's e-mail address:		
Applicant's relationship: <input type="checkbox"/> Owner <input type="checkbox"/> Design Professional <input type="checkbox"/> Contractor <input type="checkbox"/> Real Estate Agent/Broker <input type="checkbox"/> Other		

In your own words describe what you are requesting:

**Submittal Requirements:** See [DRB Submittal Requirements](#) supplement for complete information. Zoning / Courtesy TRC approval required prior to making application for review. INCOMPLETE APPLICATIONS WILL NOT BE INCLUDED ON A BOARD AGENDA.

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or an authorized representative. I authorize the subject property to be posted and inspected, and the application to be heard by the Design Review Board of the City of Charleston on the date specified.

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print name legibly:** \_\_\_\_\_

### For Office Use Only Below this Point

<input type="checkbox"/> The Design Review Board has reviewed this request. Its findings are as follows:			
<input type="checkbox"/> The Urban Design and Preservation Staff has reviewed this request. Its findings are as follows:			
<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> Deferral <input type="checkbox"/> Approval with the following conditions:			
<input type="checkbox"/> Final Approval is granted upon fulfillment of the above-specified conditions and is referred to the Urban Design Staff for further action.			
<input type="checkbox"/> Chairman's or <input type="checkbox"/> Staff's Signature:			Date:
Date received:	Fee amount:	Receipt no.:	Staff person:

1. An appeal of a Board decision stays all further action on applications.
2. This approval does not constitute approval by other City boards or departments. Prior to construction, all plans and specifications must be reviewed and approved by the Building Inspections Division and a building permit must be obtained and posted on the property.
3. This approval expires 2 years from approval date.