



## DESIGN REVIEW BOARD

# PRELIMINARY PHASE REVIEW REQUIREMENTS

(NEW CONSTRUCTION, ALTERATIONS, AND RENOVATIONS)

CITY OF CHARLESTON

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/DRB Administrator is encouraged prior to application for Preliminary Review.

**General Information:** The Design Review Board (DRB) was established in 1999. As stated in the City of Charleston Zoning Ordinance, the purpose of the board is "to establish a review process that will protect and improve the visual and aesthetic character and economic value" of development within the City of Charleston. The DRB reviews new construction, exterior alterations, and signage for commercial or non-residential (more than eight multi-family units) projects where the property lies within the designated corridors (see DRB list of streets for jurisdiction). Projects that are less than 3000 square feet, with certain restrictions, may be reviewed at staff level and are not required to go before the board. 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 5:00 p.m. on the first and third Monday of each month, 2 George St, 1<sup>st</sup> Floor, City of Charleston Public Meeting Room. Deadline for applications are Wednesday at 12:00 noon, typically twelve days prior to the meeting date. For meeting schedules, application forms, or additional information, please visit [www.charleston-sc.gov/drb](http://www.charleston-sc.gov/drb) or contact the City of Charleston's Urban Design & Preservation Division staff.

**Zoning Requirements:** Prior to DRB 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 DRB submittal. Please see the Neighborhood Contacts information sheet for more information.

### SUBMITTAL REQUIREMENTS:

- Completed application form and fee.** (please visit [www.charleston-sc.gov/drb](http://www.charleston-sc.gov/drb) for the application and fee schedule) **Please note that as of January 2019, the fee schedule has changed and a fee is now required at every submittal.**
- Please submit written responses to the previous staff and Board comments as to how each item was addressed and on what sheet(s).**
- Entire drawing package in digital format on a CD or flash drive. Submit presentations in both .pdf AND Power Point format. (Power point for Board submittals only) (A large monitor is used for Power Point slides that you prepare to be used during your presentation)**
- When providing PDFs, documents should be merged into a single file. The digital submittal should be named using the following naming system: Street Address/Document Name/Meeting date**
- 5 half-size sets (Board review) OR 1 half-size and 2 full-size sets (staff review) of the following:**
- Plat of survey/Existing conditions plan**
- Civil Plans**
- Site plan and landscape 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, including trees.
- The site plan shall show the ground floor plan and how it relates to the site.
- Developed landscape plan and plant schedule.
- Always define wet vs. dry detention ponds and plant with native grasses, etc. or other wet tolerant plants/trees.
- Site lighting plan shown on both the site plan and landscape plan with lighting cut sheets and a photometric plan.

o Architectural Drawings, to scale, including:

□ **-Floor Plans (all floors) depicting:**

- Arrangement of interior spaces.
- Locations of windows and doors.
- Mechanical equipment (exterior and roof).
- 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.
- Include square footage of buildings as a note on the cover sheet and # of units if residential.

□ **-Building Elevations (all exterior sides) depicting:**

- Label 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.
- Electrical panels shown on the back side of buildings (never on street side). Show anticipated actual size and number of boxes/conduits. Screened with a wall and landscape. If a wall is not possible, screen with landscape. All painted color of material where installed.
- Design and location of signage. (Signage will need to be submitted separately with an application at end of review process.)
- 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.

**PLEASE NOTE: Initial submittals should show existing and proposed conditions. For all subsequent submittals, architectural drawings (elevations) should show the previous proposal, and the current proposal on the same page, side-by-side for comparison.**

□ **-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.

□ **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/ DRB Administrator).

- **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 three-dimensional perspective drawings.**
- Scale model (if required by the Board or City Architect/ DRB administrator).