



MOCKUP AND SAMPLE PANEL GUIDELINES

CITY OF CHARLESTON
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DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY
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By motion of the Board of Architectural Review – Large (BAR-L) on January 10, 2024, and of the Board of Architectural Review – Small (BAR-S) on January 11, 2024, the following guidelines were amended.

1. The intent of the Panel is to provide a means by which the workmanship of a particular building's final construction can be reviewed on-site by members of the Board early in construction and prior to installation of any exterior finish materials.
2. The Panel should include all major components of the building in order to allow for a clear representation of how each type of construction will appear in context with adjacent materials and within the building's context. These components include:

All major materials.

Window and/or doors. The Panel should indicate how the head, jamb, and sill details will work, as well as how the window or door materials and color will relate to adjacent materials.

Material transitions. This would include the transition of a building's limestone base to a stucco building body, for example. Also relevant would be the joint detail of the limestone, for review of pattern, mortar color, etc.

Roof, eave, and fascia conditions.

Any special finishes or details. Examples would be any decorative grille work, railings, brick shapes, or cast medallions that are repeated and thus make up a substantial effect on the building's appearance.

3. It is important to note that the workmanship is not considered acceptable and approved until after review of the Panel by the Board. As such, the Panel shall be built early in the construction process, prior to the installation of any exterior finish materials or building components (i.e., brick, stucco, siding, windows, etc.). Installation of any exterior finish materials or building components prior to approval of the Panel may result in a Stop Work Order of the project until the Panel has been reviewed and approved by the Board.
4. Once the Panel is complete, the review of the Panel should be submitted for review on the next BAR agenda. Submittal requirements include a completed BAR application and photo(s) of the completed panel.
5. The Panel is to remain in place until the project has received substantial completion or as otherwise determined by City Staff, and then should be removed within 30 days of construction completion.
6. The Panel is intended to confirm the workmanship standard for the building. The scope of the Panel should be reviewed with Staff to ensure that it is comprehensive, but it should not be more than is necessary to accomplish these stated goals. Applicants do not improve their chances of approval via unnecessarily elaborate, large, or costly panels.
7. The Panel must be fully complete to be eligible for review, and review of portions will not be conducted prior to review of the whole.
8. A Mockup Panel shall be a default requirement for BAR-L projects, with ability for Applicants to request a waiver at preliminary review.