



## BOARD OF ARCHITECTURAL REVIEW

# REVIEW REQUIREMENTS FOR DEMOLITION

CITY OF CHARLESTON  
2 George Street, Third Floor

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY  
Charleston, South Carolina 29401 843-724-3765 [www.charleston-sc.gov](http://www.charleston-sc.gov)

**GENERAL INFORMATION:** 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.

**Buildings located in the Historic Materials Demolition Purview District must show only requested demolition in their application. SUBMISSIONS that show proposed work WILL BE REJECTED.**

**Board meetings** are held at 4:30 p.m. (unless noted otherwise) per published schedule on specified Wednesdays (BAR-L) and Thursdays (BAR-S) at 2 George Street in the First Floor Public Meeting Room. For deadline dates, meeting schedules, application forms, or additional information, please visit <https://www.charleston-sc.gov/293/Board-of-Architectural-Review-BAR>.

### 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: IF ANY PART OF AN APPLICATION DOES NOT CONFORM TO THE SUBMITTAL REQUIREMENTS, OR IS INCOMPLETE, IT 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.).
- The following materials submitted digitally via the Customer Self Service (CSS) portal [https://egcss.charleston-sc.gov/EnerGov\\_Prod/selfservice/CharlestonSC#/home](https://egcss.charleston-sc.gov/EnerGov_Prod/selfservice/CharlestonSC#/home) containing digital versions of the following documents. **PDF documents must be merged into a single file.**
  - 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. Elevations/photographs can also be included to indicate only the features 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, in color, 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.)**
  - 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.

An on-site meeting with the City Architect/ Preservation Officer or the BAR-S Administrator and BAR members is required for demolition requests and will be scheduled prior to the meeting.

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

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

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