



BOARD OF ARCHITECTURAL REVIEW

REVIEW REQUIREMENTS — HISTORIC MATERIALS DEMOLITION PURVIEW

CITY OF CHARLESTON
2 George Street, Third Floor

Charleston, South Carolina 29401

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY
843-724-3765 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 (HMDP) must show only requested demolition in their application. SUBMISSIONS that show proposed work WILL BE REJECTED.**

To check which historic purview district a property is in, click [here](#). The dark grey area on the map is the Historic Materials Demolition Purview.

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>.

Prior to BAR review, it is the responsibility of the applicant to obtain Zoning approvals (Variances, Special Exceptions, Zoning staff approval), and Pre-App TRC review (if applicable) that are required for this project. Failure to do so will result in deferral from the BAR agenda. **Provide a statement on the cover sheet indicating that you have met with Zoning staff, the project is Zoning compliant, and does not require, or has obtained, any Variances or Special Exceptions. This statement should also indicate that you have had Pre-App TRC review (if applicable).** Applicants are strongly encouraged to meet with the relevant neighborhood association, preservation groups, and any adjacent property owners prior to making a BAR submittal.

IMPORTANT:

IF YOU ARE APPLYING FOR ADDITIONAL HEIGHT, USE THE [BAR-SMALL REQUIREMENTS](#)! IF YOU ARE APPLYING FOR A FULL DEMOLITION, USE THE [DEMOLITION REQUIREMENTS](#)!

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).

Digital version of submittal:

All submittal documents (plans, photographs, etc.) must be provided digitally as one combined PDF and submitted through the [Charleston Customer Self Service \(CSS\)](#). Digital presentations will not be accepted via email, after the deadline, or during the meeting.

HMDP Basic Drawing Set Should Include AT LEAST*:	
Historic Context	✓
Existing site plan	✓
Proposed Demolition site plan	✓
Existing floor plans	✓
Proposed Demolition floor plans	✓
Existing roof plans	✓
Proposed Demolition roof plan	✓
Existing elevations	✓
Proposed Demolition elevations	✓
Photographs	✓

*See next page for submittal checklist with more information.

HMDP Review:

Review of the proposed construction plan as it relates to demolition/removal of existing features only.

TITLE PAGE:

- ☐ Must include applicant name and contact information, project name, address and drawing index with page numbers. number all pages sequentially starting at one and continuing. Indicate the "Formerly Known" name/address if it has changed.
- ☐ Must include a statement regarding Zoning compliance as described above. Must include dates of all previous reviews by TRC, Zoning (BZA or Staff) and BAR.
- ☐ If deferred or denied at a previous meeting, subsequent submittals must include a list of Staff and Board Comments from the previous meeting with responses explaining how previous comments have been addressed.
- ☐ 1 Completed BAR application form (must accompany every submittal including revisions, materials, etc.).

HISTORIC STRUCTURE BACKGROUND:

- ☐ Provide historic structure background information. Submit documentation including Sanborn Maps, historic photographs, historic archival or physical evidence, and a narrative describing important background on the structure to be restored, renovated, receive an addition, or otherwise affected by the proposal.

EXISTING AND PROPOSED DEMOLITION ARCHITECTURAL SITE PLANS AND CONTEXT PLAN:

- ☐ All submittals must include existing and the correlating proposed demolition drawing on the same sheet for comparison.
- ☐ Site Plan - Layout of all structures (with north arrow, graphic drawing scale, cardinal directions, property lines, dimensions and adjacent streets labeled).
- ☐ Existing building(s) adjacent to the property on all sides.
- ☐ The ground floor plan and how it relates to the site. NOTE: Orient site plan and floor plans the same

EXISTING AND PROPOSED DEMOLITION ARCHITECTURAL FLOOR PLANS:

- ☐ All submittals must include existing and the correlating proposed demolition drawing on the same sheet for comparison and show the removal of any historic site features.
- ☐ Provide a separate plan for each level.
- ☐ Must include north arrow and a graphic scale.
- ☐ Notes/labels should identify floor level, dimensions, room names, equipment, section cuts, etc.
- ☐ Differentiate demolition from existing with hatching or tone.
- ☐ Must include a roof plan.

EXISTING AND PROPOSED DEMOLITION ARCHITECTURAL BUILDING ELEVATIONS:

- ☐ All submittals must include existing and the correlating proposed demolition drawing on the same sheet for comparison.
- ☐ Must include notations regarding all existing materials and dimensions.
- ☐ Must include all elevations regardless of visibility.
- ☐ Must include elevation labels according to compass orientation.
- ☐ Indicate existing grade/flood plain requirements where relevant.

PHOTOGRAPHS:

- ☐ Photographs of existing site and structure. Also include photographs of surroundings sufficient to explain context. This includes, but is not limited to, buildings, signs, and site features. Photographs should be clear and legible, in color.

Printed Name _____

Date ____/____/____

Signed Name _____