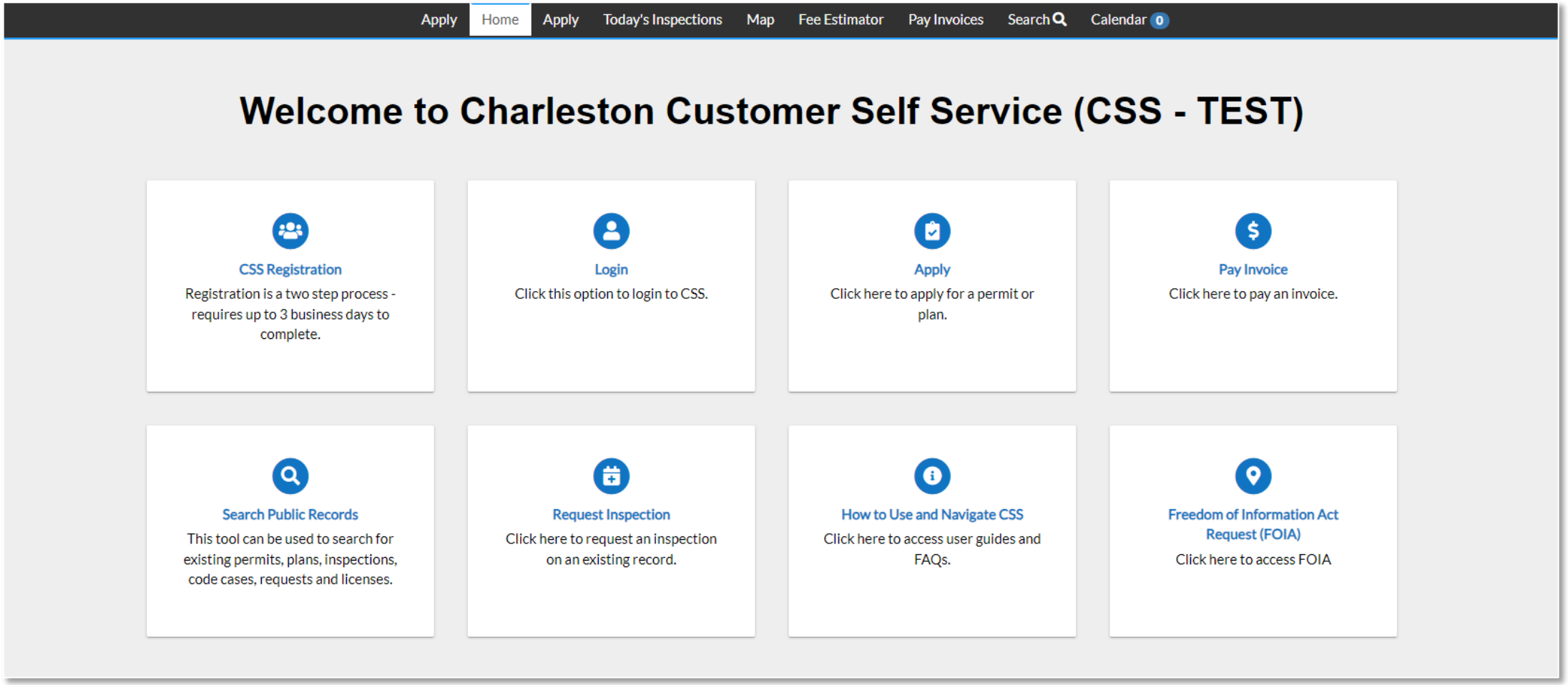
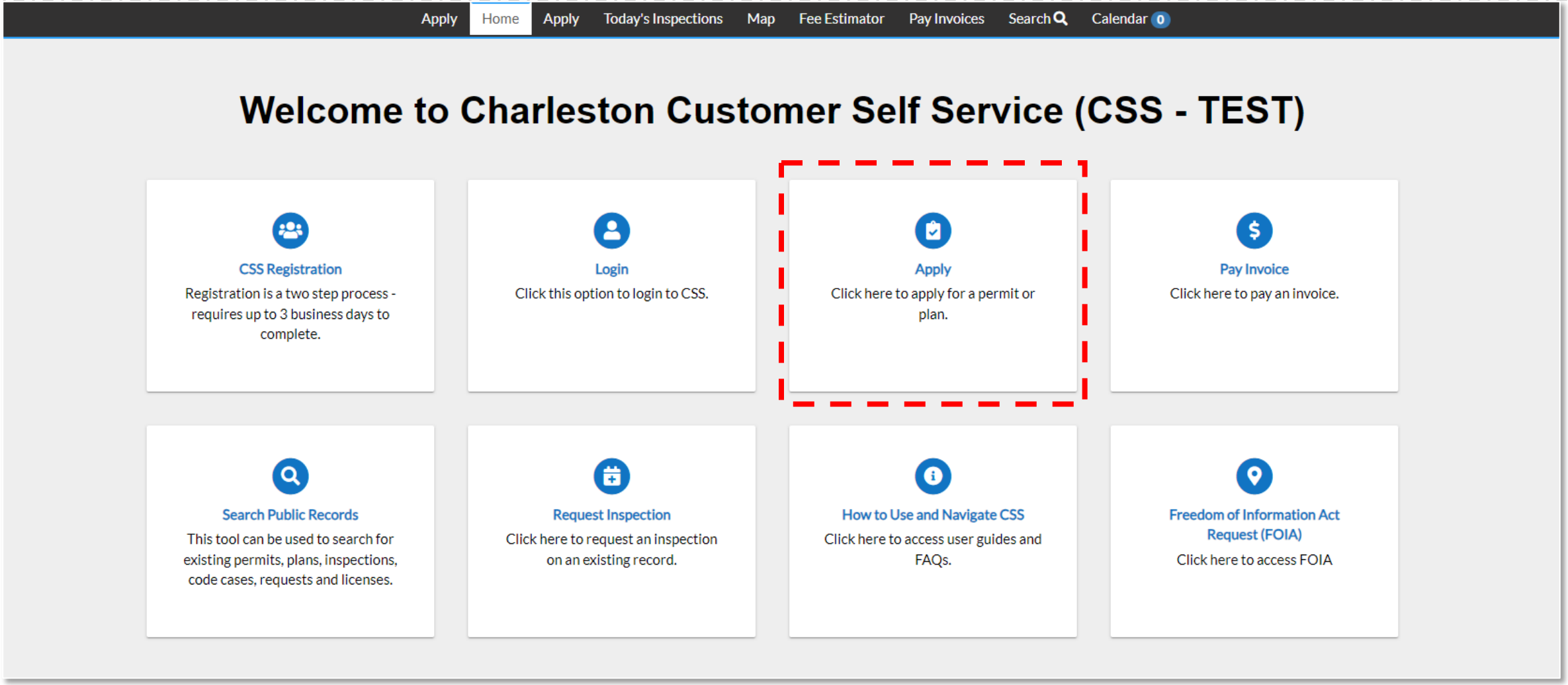
Design Review Board (DRB)

Board / Staff Submittals via CSS

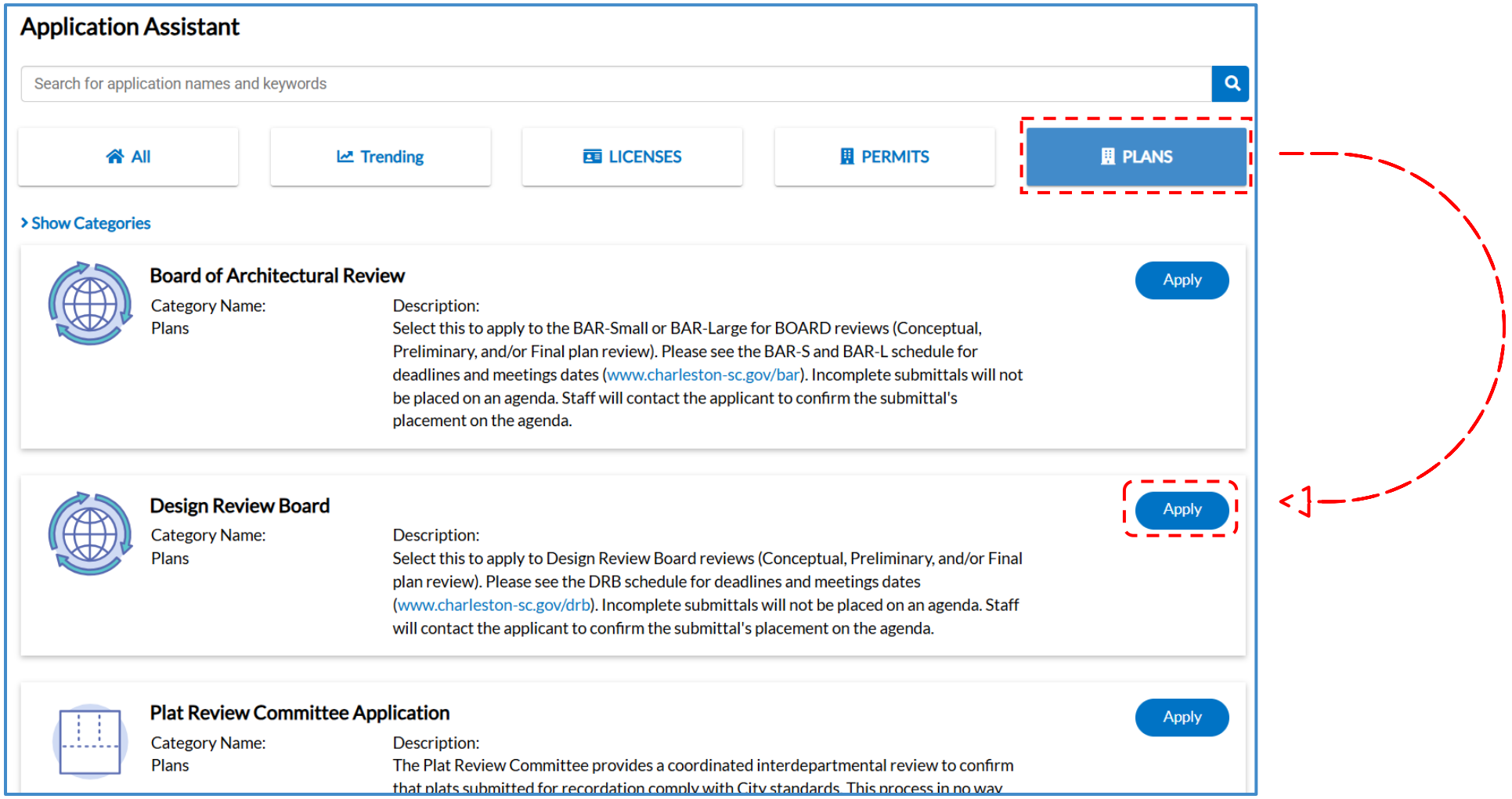


1. Click the "Apply" button *(see red rectangle below)*



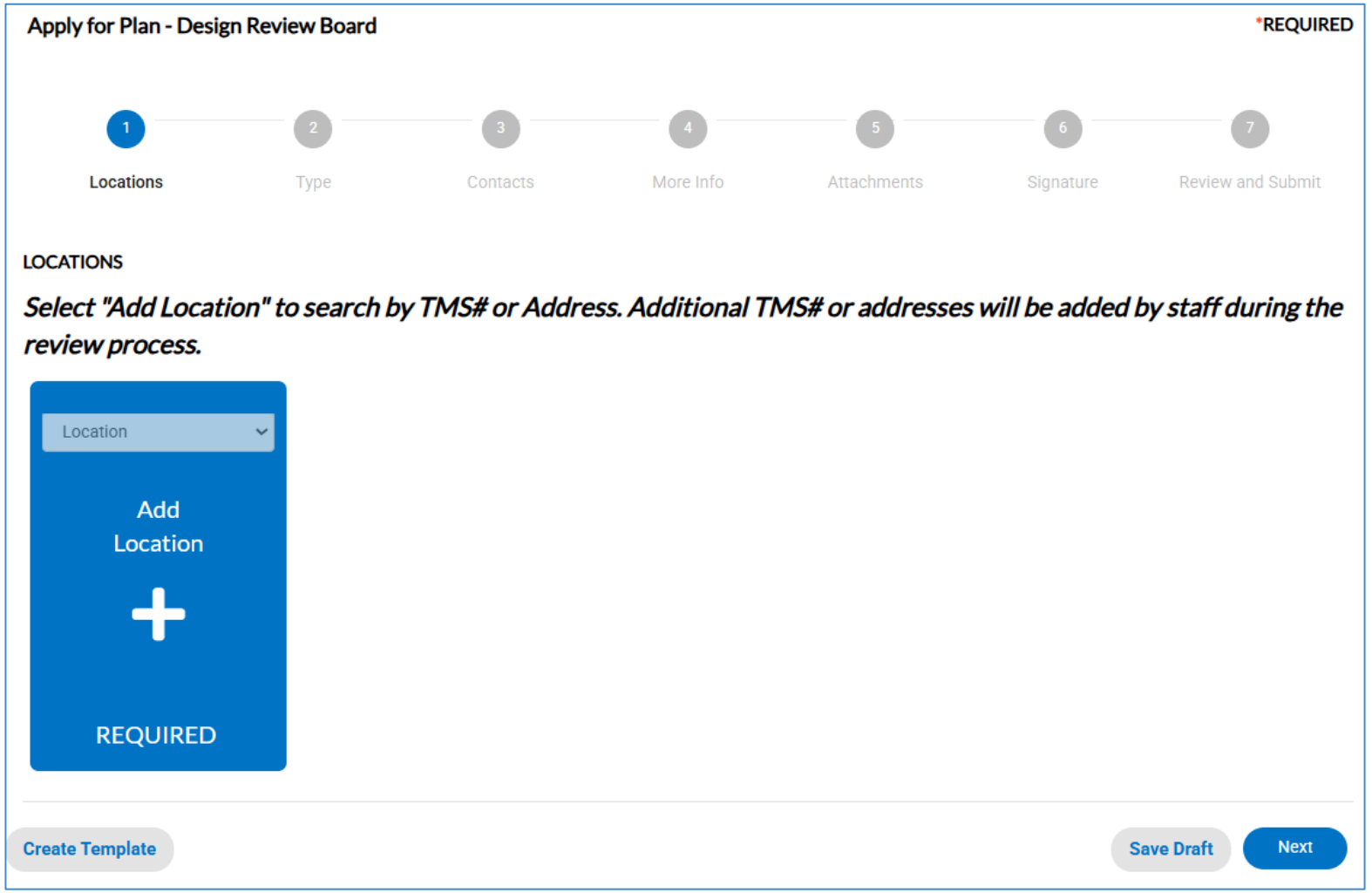
Do not refresh/leave the page without saving a draft, or all progress will be lost!

2. Click “Plan”.
3. Find “Design Review Board”, then click “Apply”.

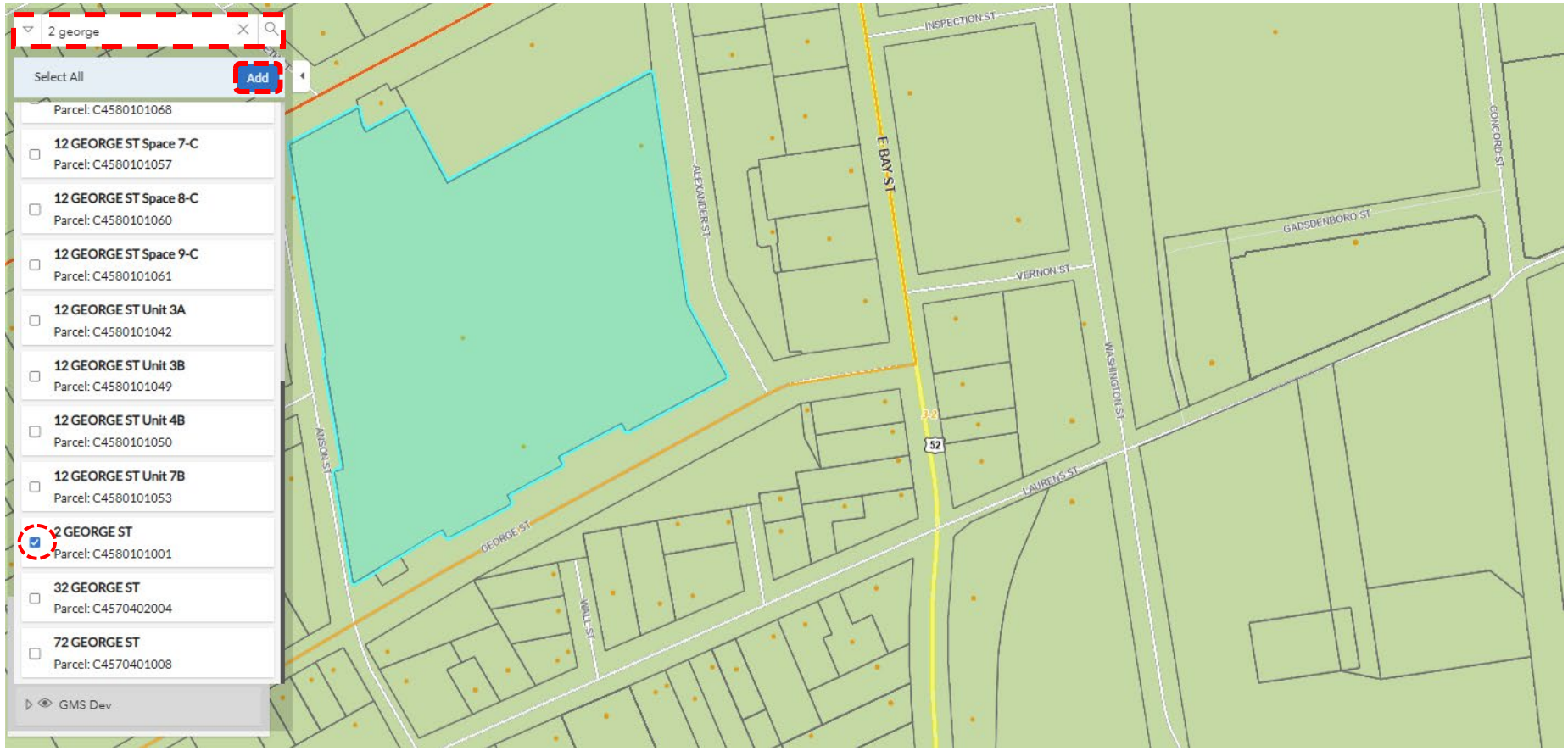


Do not refresh/leave the page without saving a draft, or all progress will be lost!

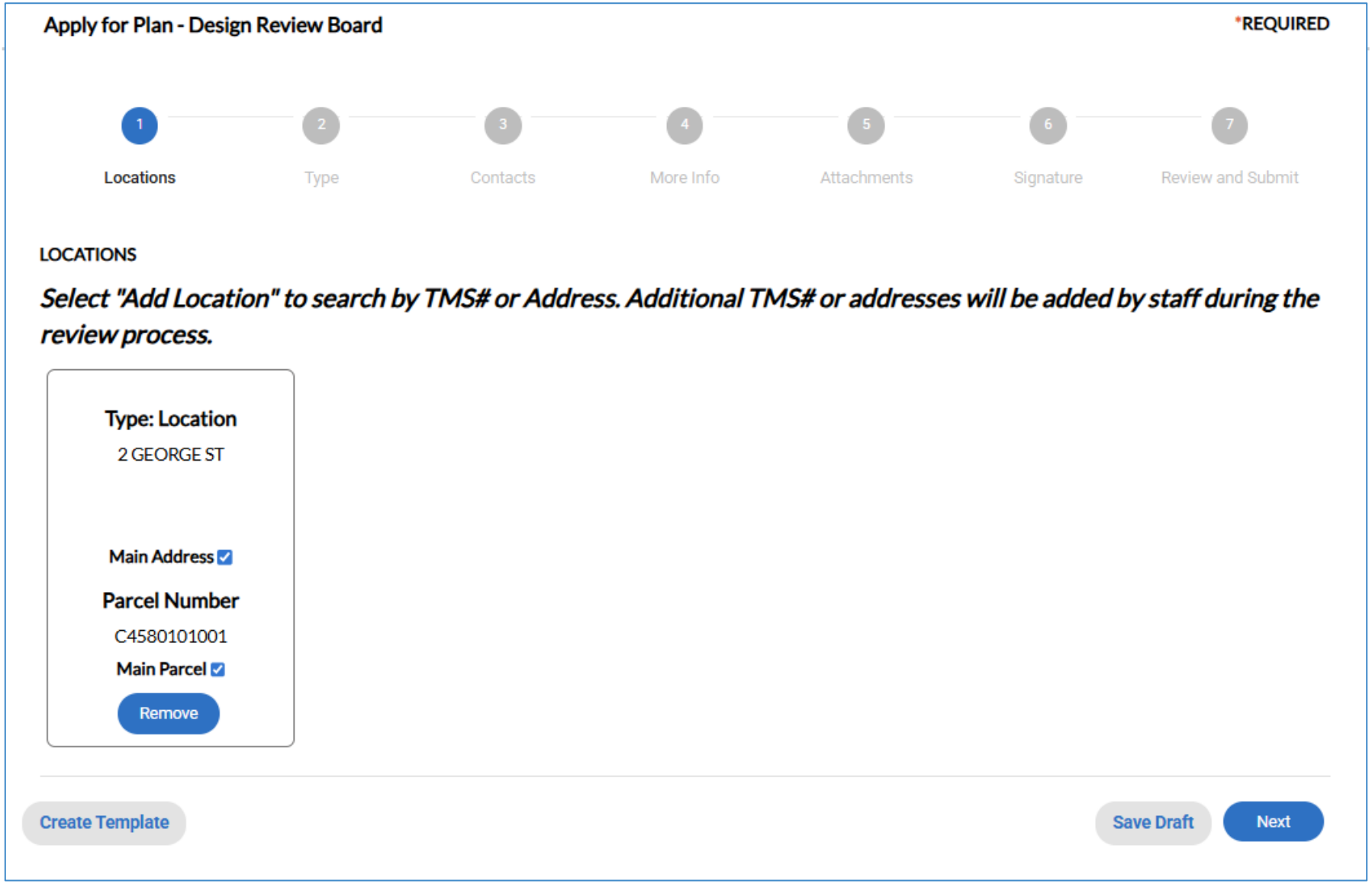
4. Click the "+" symbol to add the project's primary location.
   - DO NOT submit multiple applications for multiple addresses / TMS numbers.
   - Indicate the additional addresses / TMS numbers in the description (see step 8).



5. Type the address/TMS number of the project in the search bar to the left, then click the box next to the address/TMS number, then click "Add".
   - Directional streets should be abbreviated: N, S, E, W
   - For multiple street numbers, input each address separately (i.e., search 75 Calhoun, not 75 – 85 Calhoun)
   - TMS numbers start with "C" for city of Charleston parcels (C4580101001), no hyphens or spaces - ½ addresses must be typed as a fraction (2 ½ George, not 2.5 George)



6. The location will then be shown here. Then, click the “Next” button to fill out plan details.

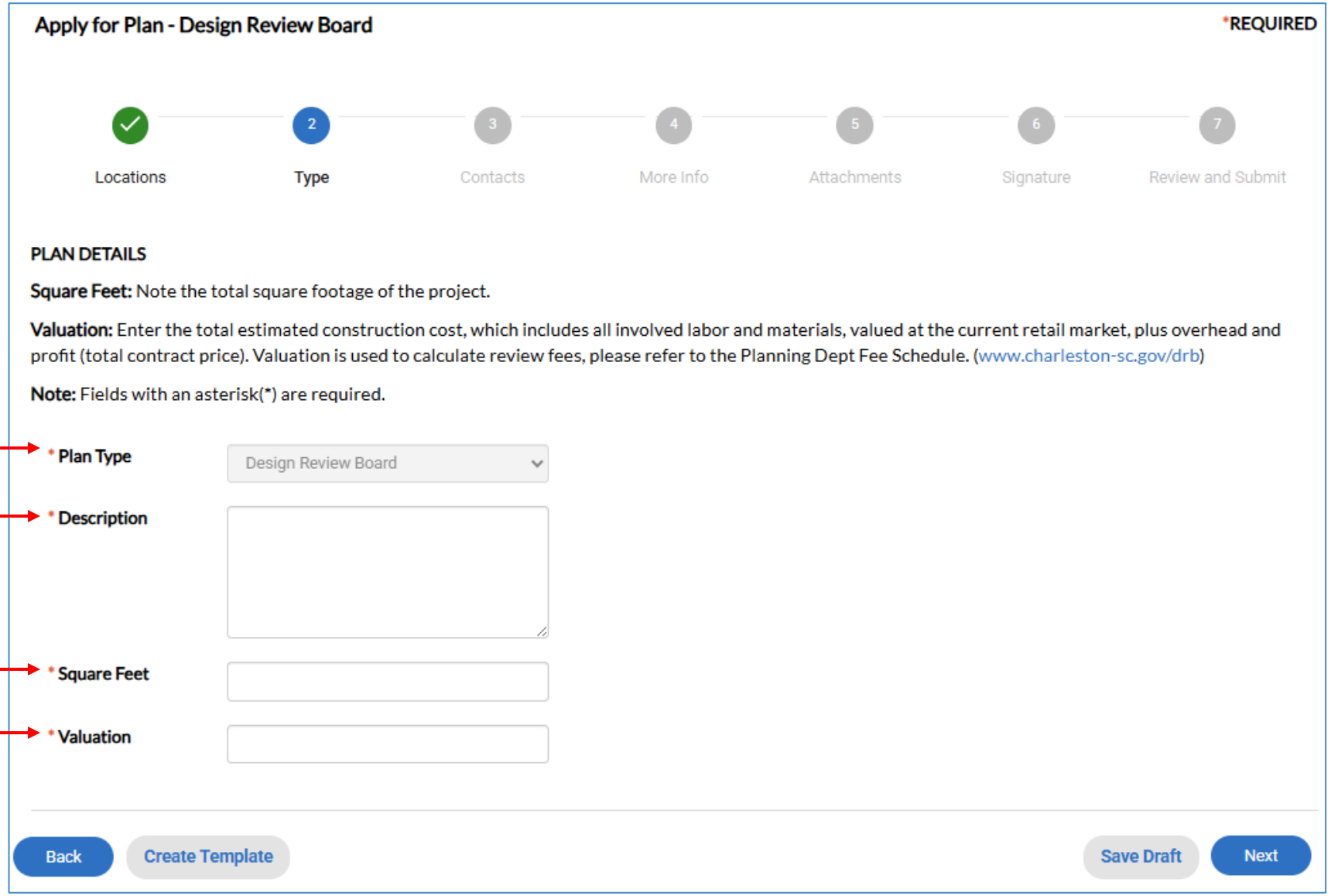


7. You are submitting for the Design Review Board.

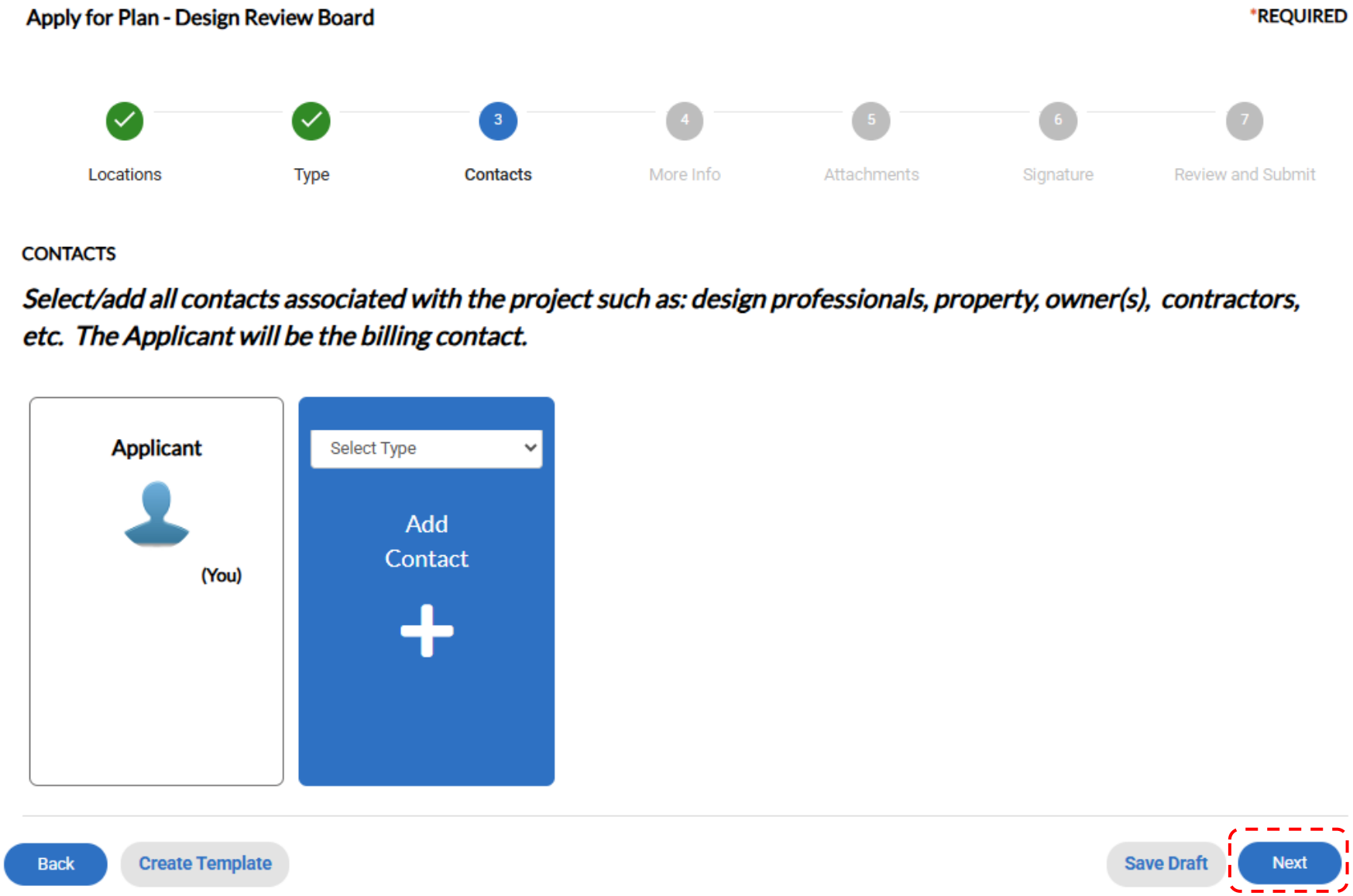
8. Provide a detailed scope of work, including additional addresses/TMS numbers.

9. Input square footage of the entire project.

10. Cost of scope of work.

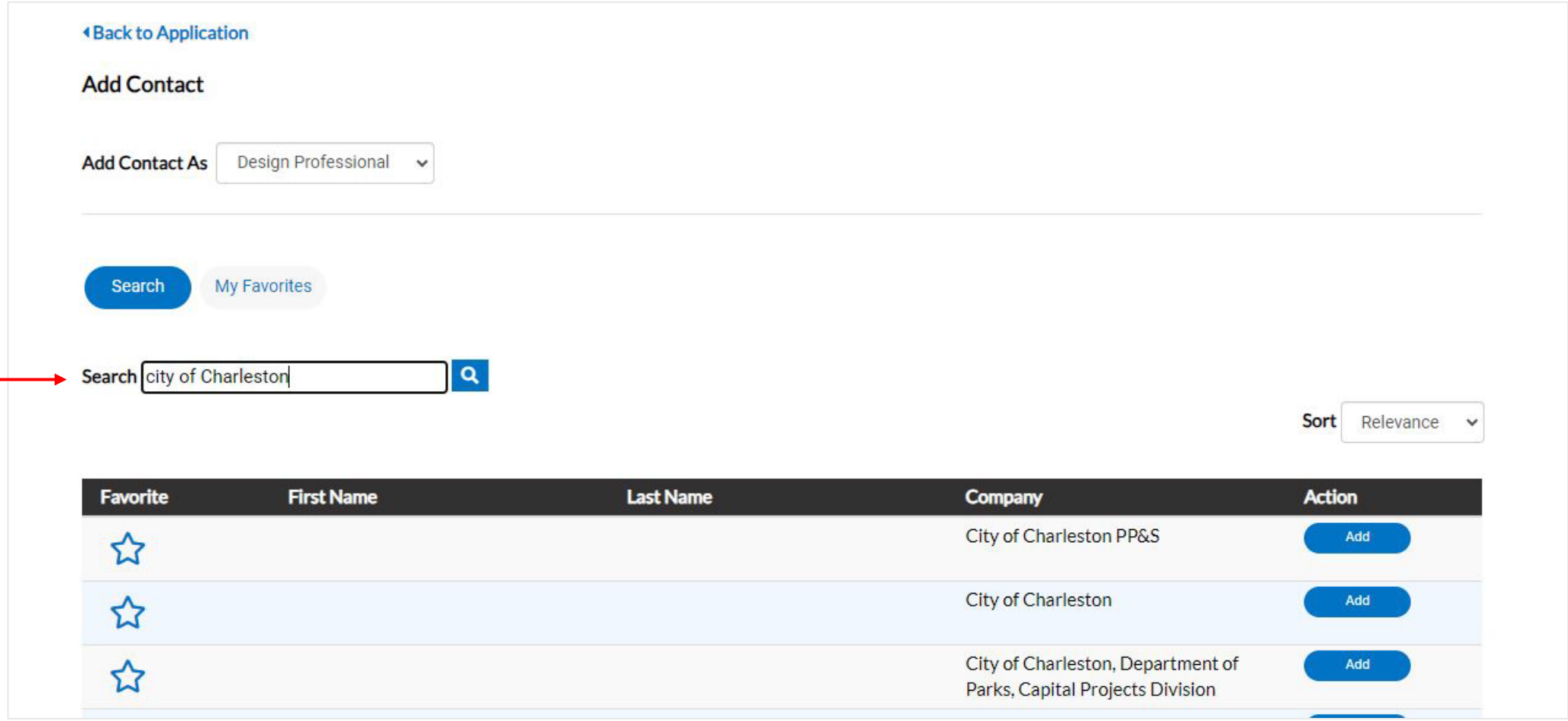


11. If you do not have additional contacts to list, click “Next”.

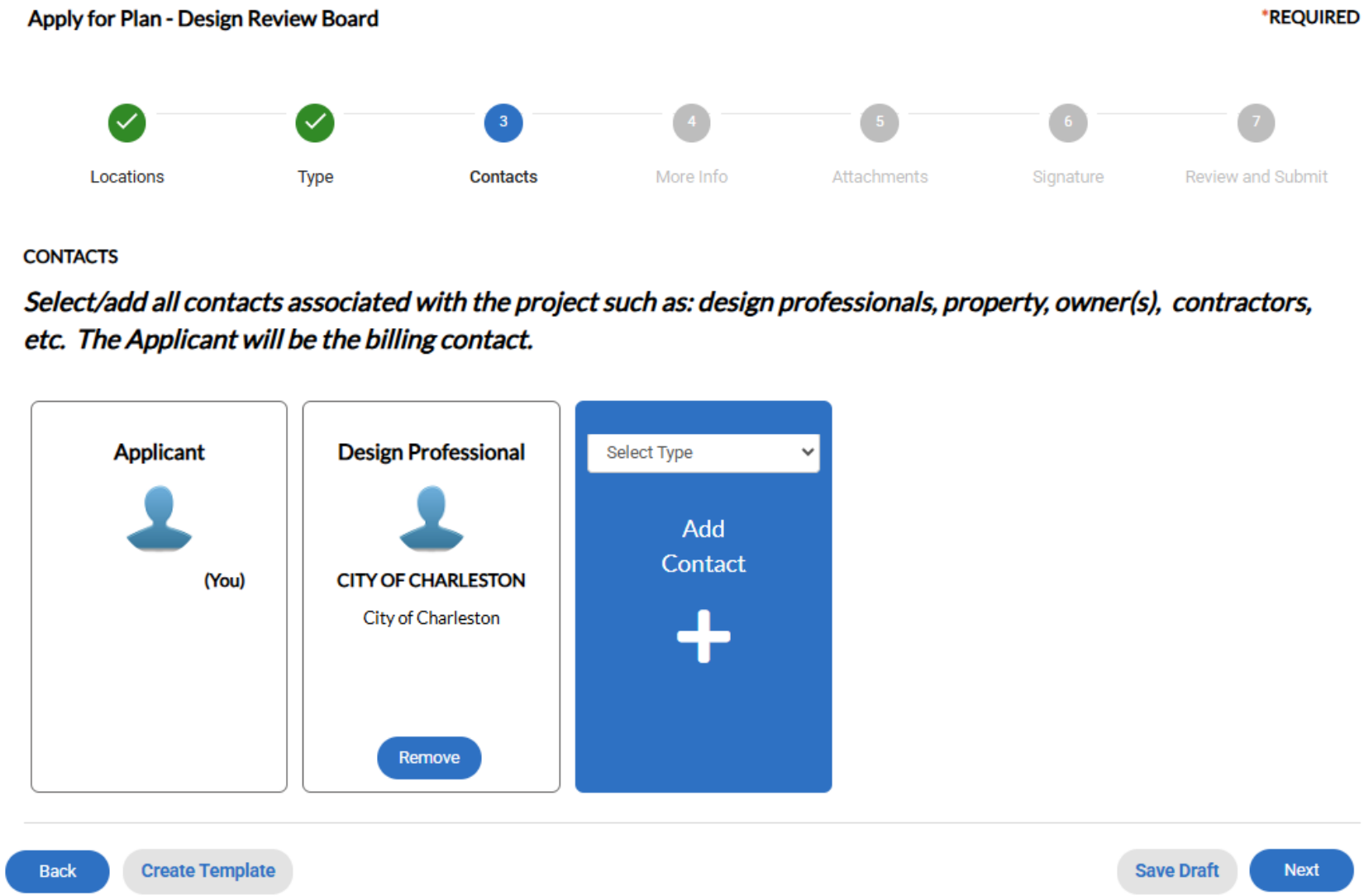


12. Use the search function to add all additional contacts with a CSS account.

Search additional contacts here by name



Any contacts added will appear next to the primary contact.

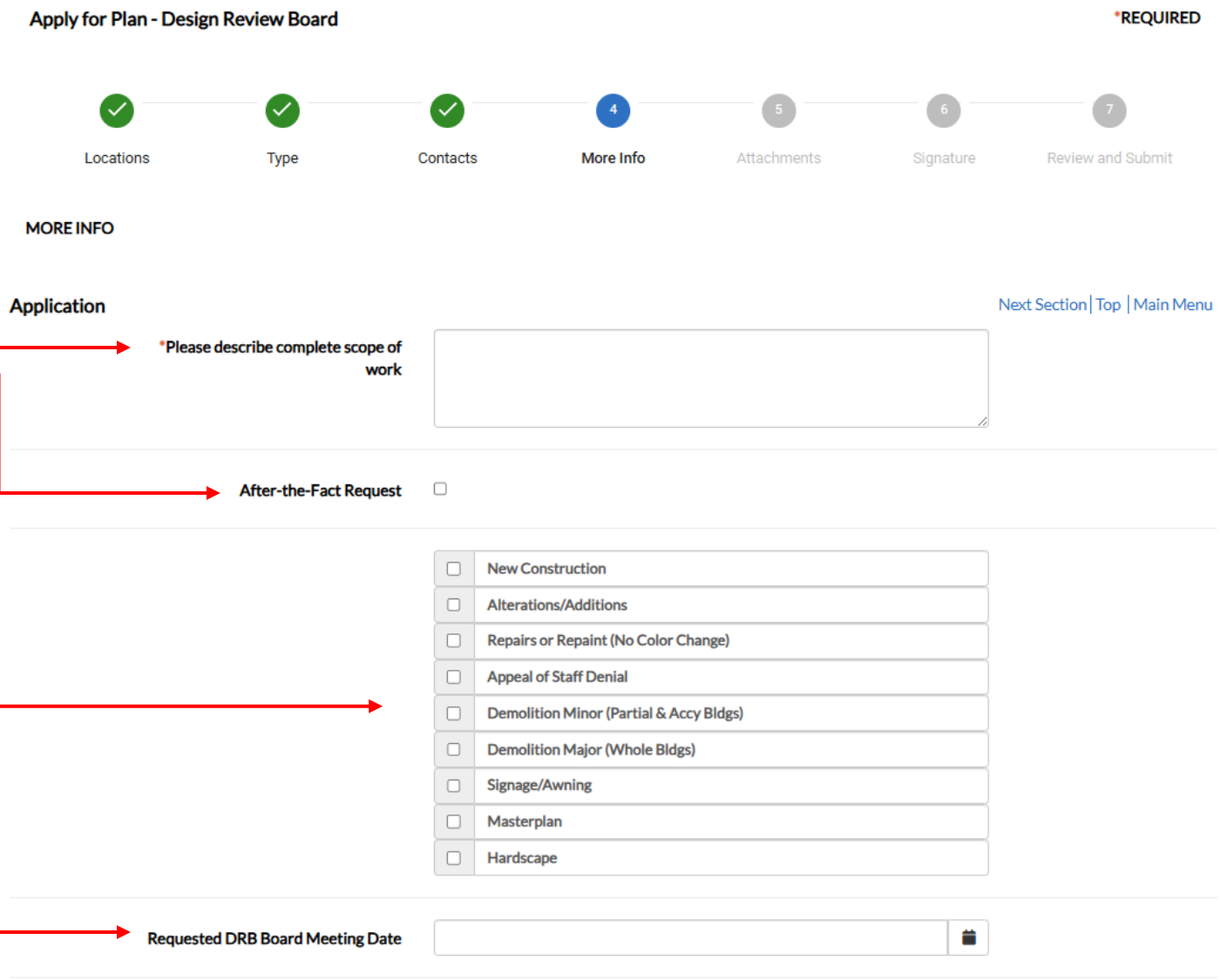


13. This can include additional information from the description, including additional addresses/TMS numbers.

14. If work has been completed without a DRB review, please check the "After-the-Fact Request" box.

15. Choose your applicable scope of work from the list below.

16. Please choose your requested meeting date from the "DRB Meeting Schedule" found on our website. Staff will notify you if the requested date is not available. If you select an incorrect day, Staff will place your item on the next available meeting date following that day.

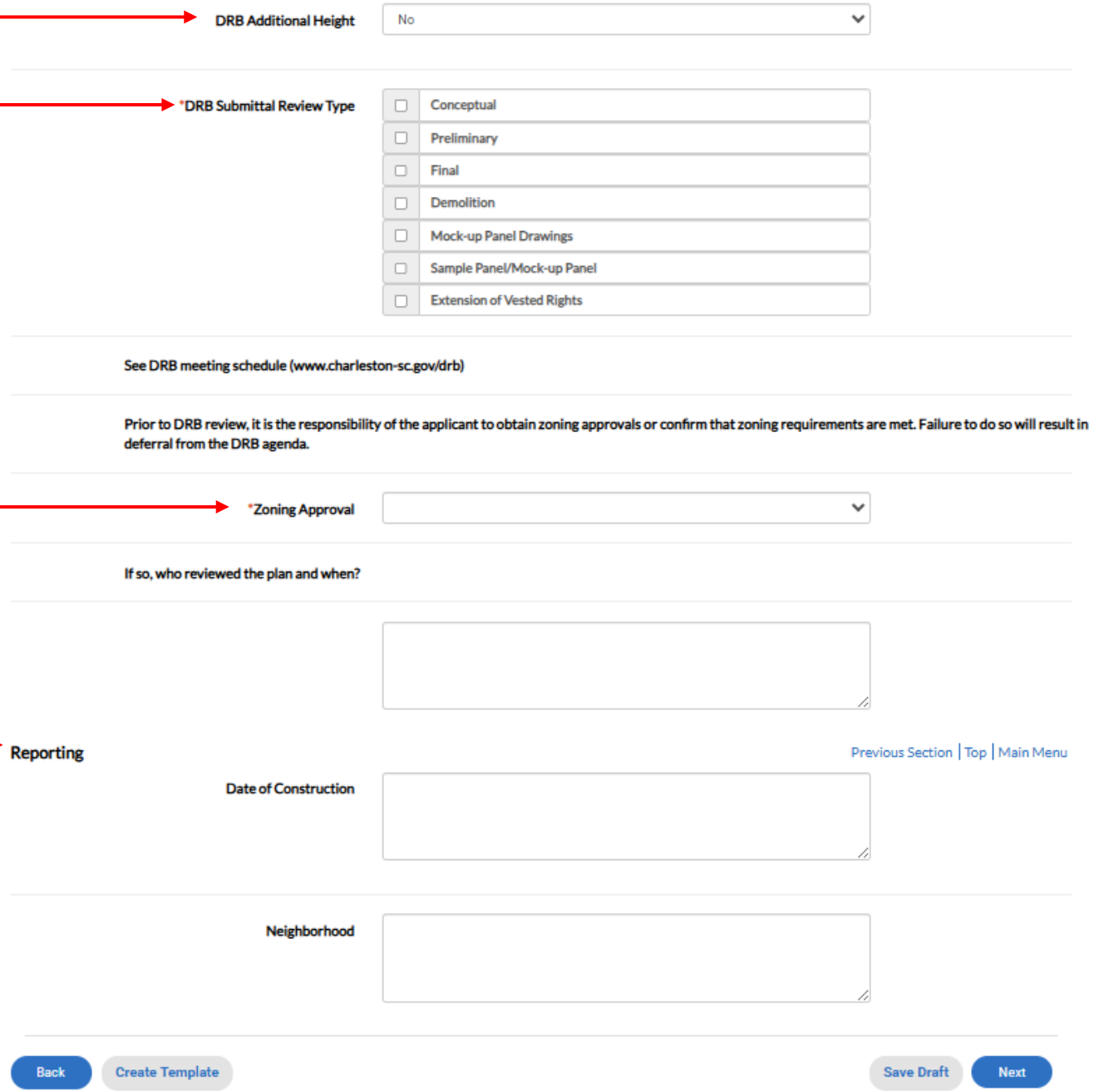


17. If you are requesting additional height, please select “yes” or “no”.

18. If you are unsure which review step to choose, projects should initially be submitted for “conceptual review” as this is the first phase in the DRB review process.

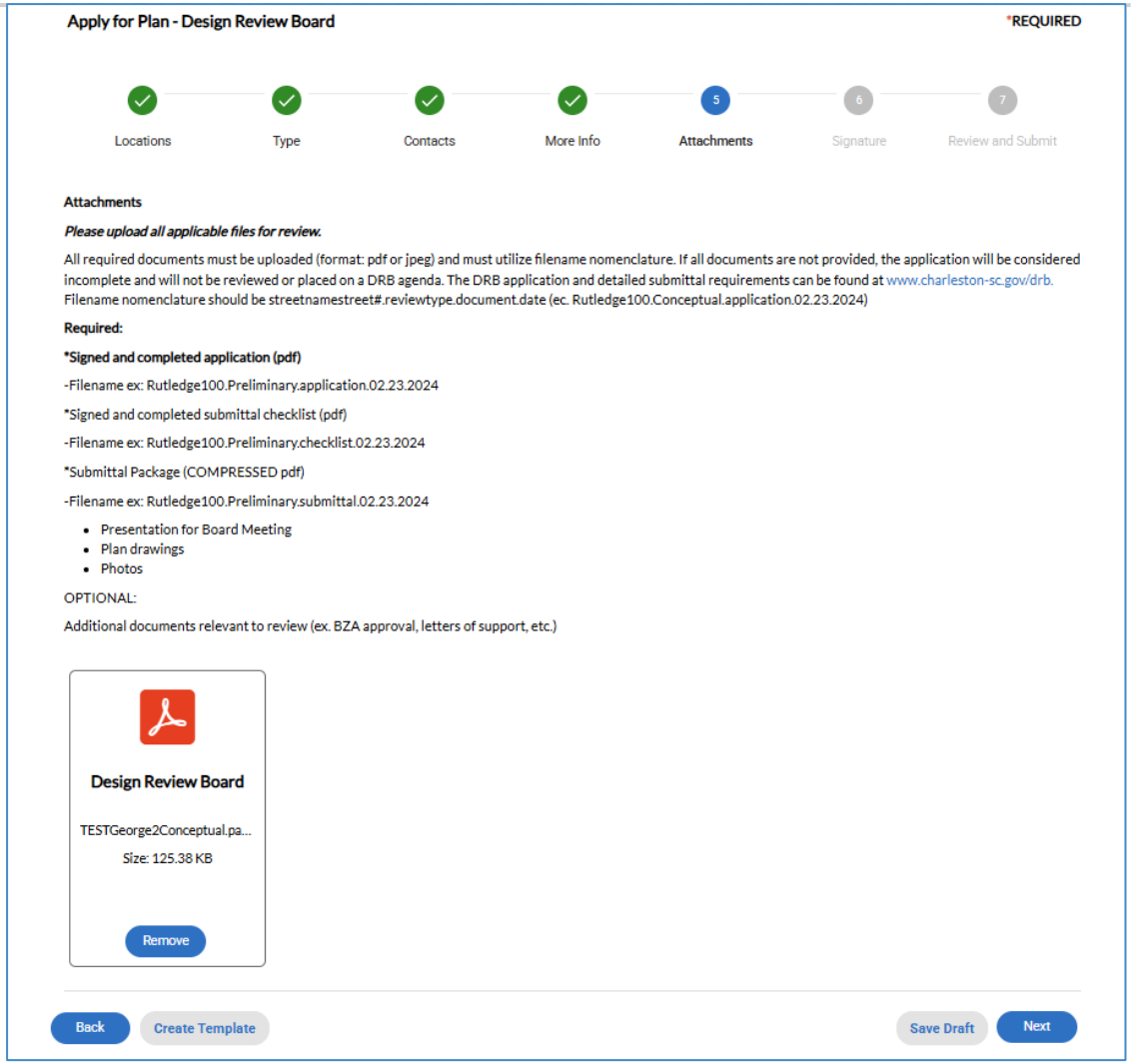
19. Before submitting, confirm with the Zoning Department that you do not require additional zoning approvals.

20. Fill out as applicable

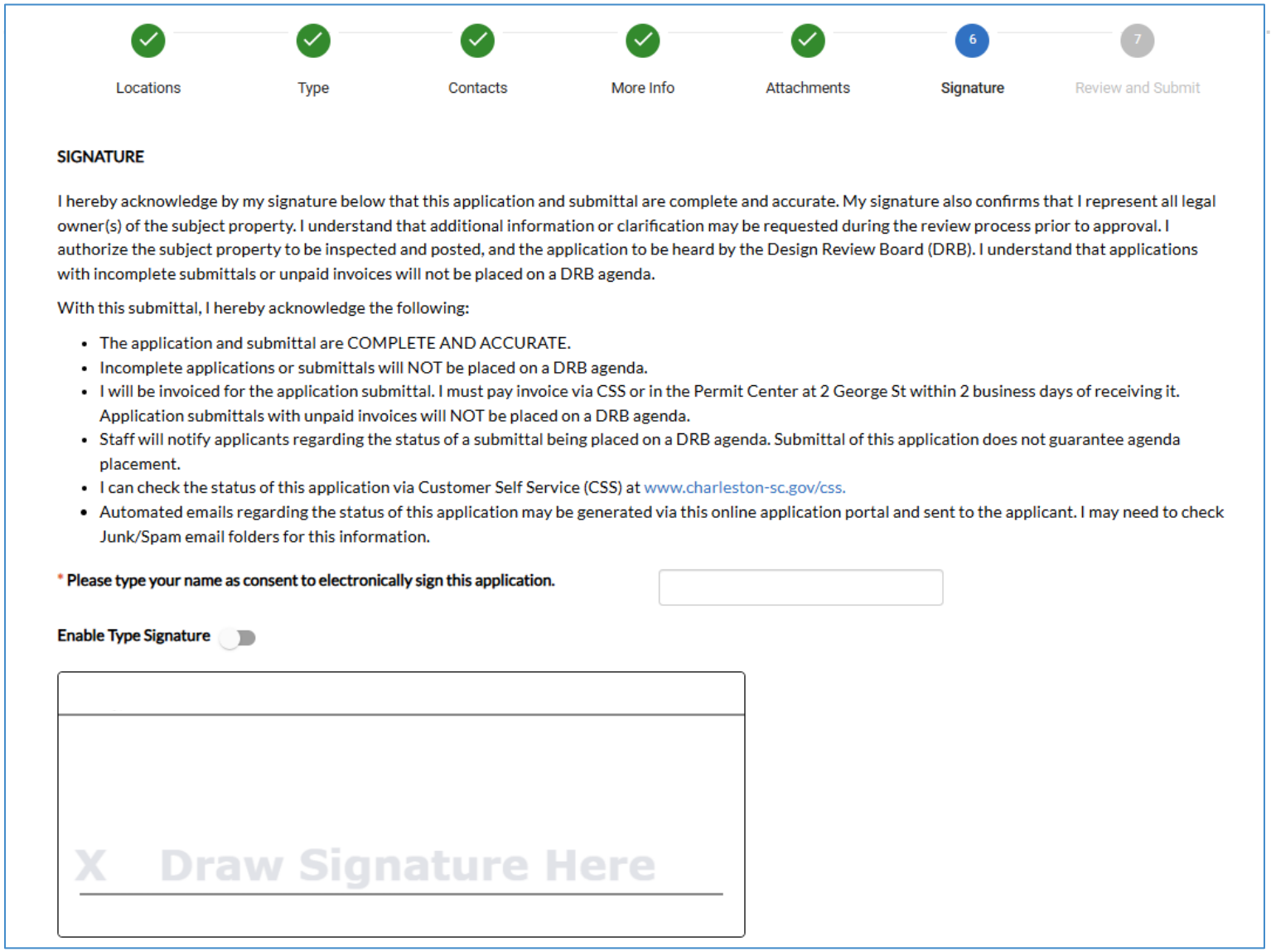


12. Attach the three required files as <u>one (1) combined PDF</u>, ***not three***.
Staff will verify complete submittals.

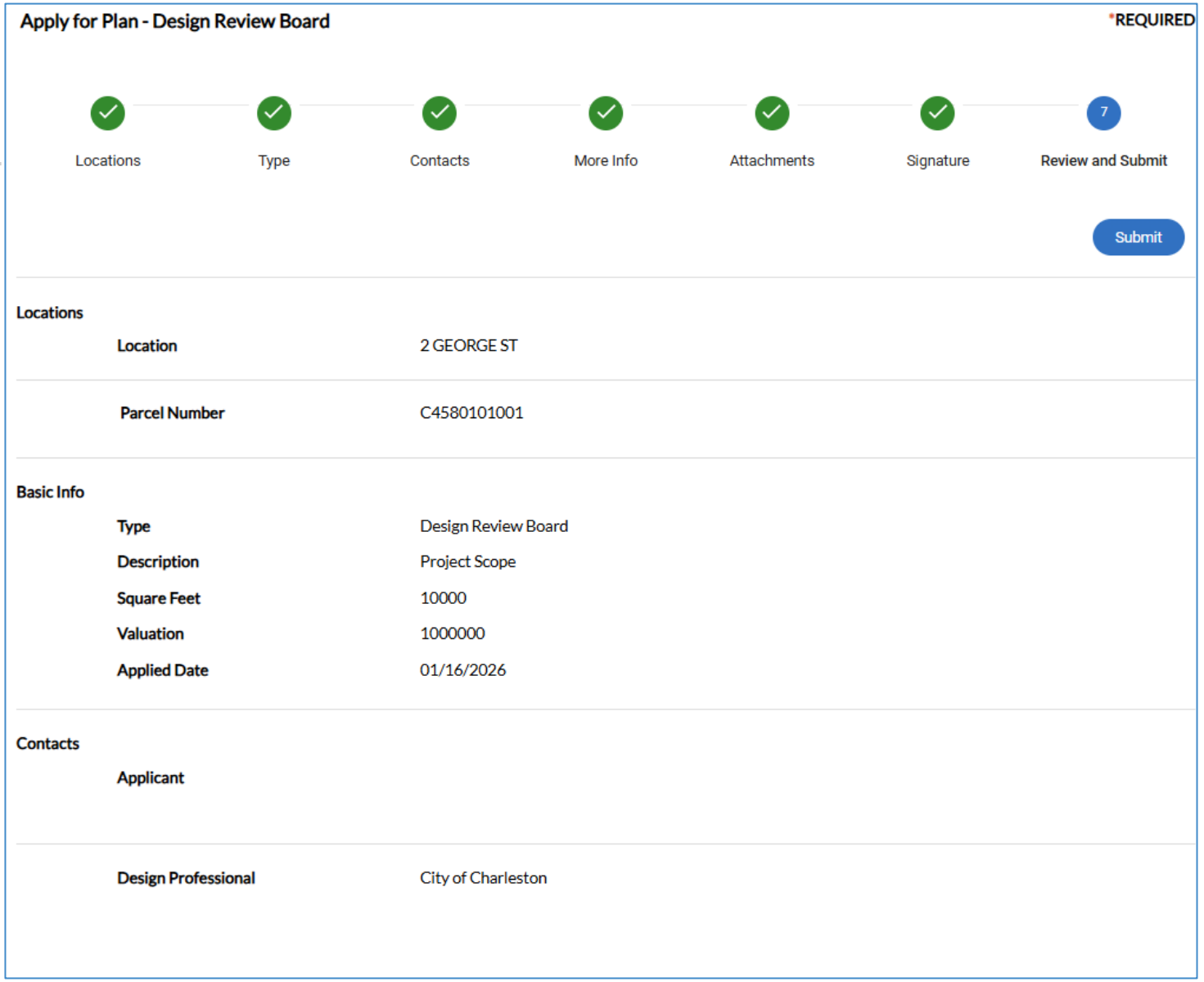
Submittals that do not include **ALL** required files will not be accepted



Please read carefully before signing, as you are submitting a legal document!



Verify *all* project information is correct.



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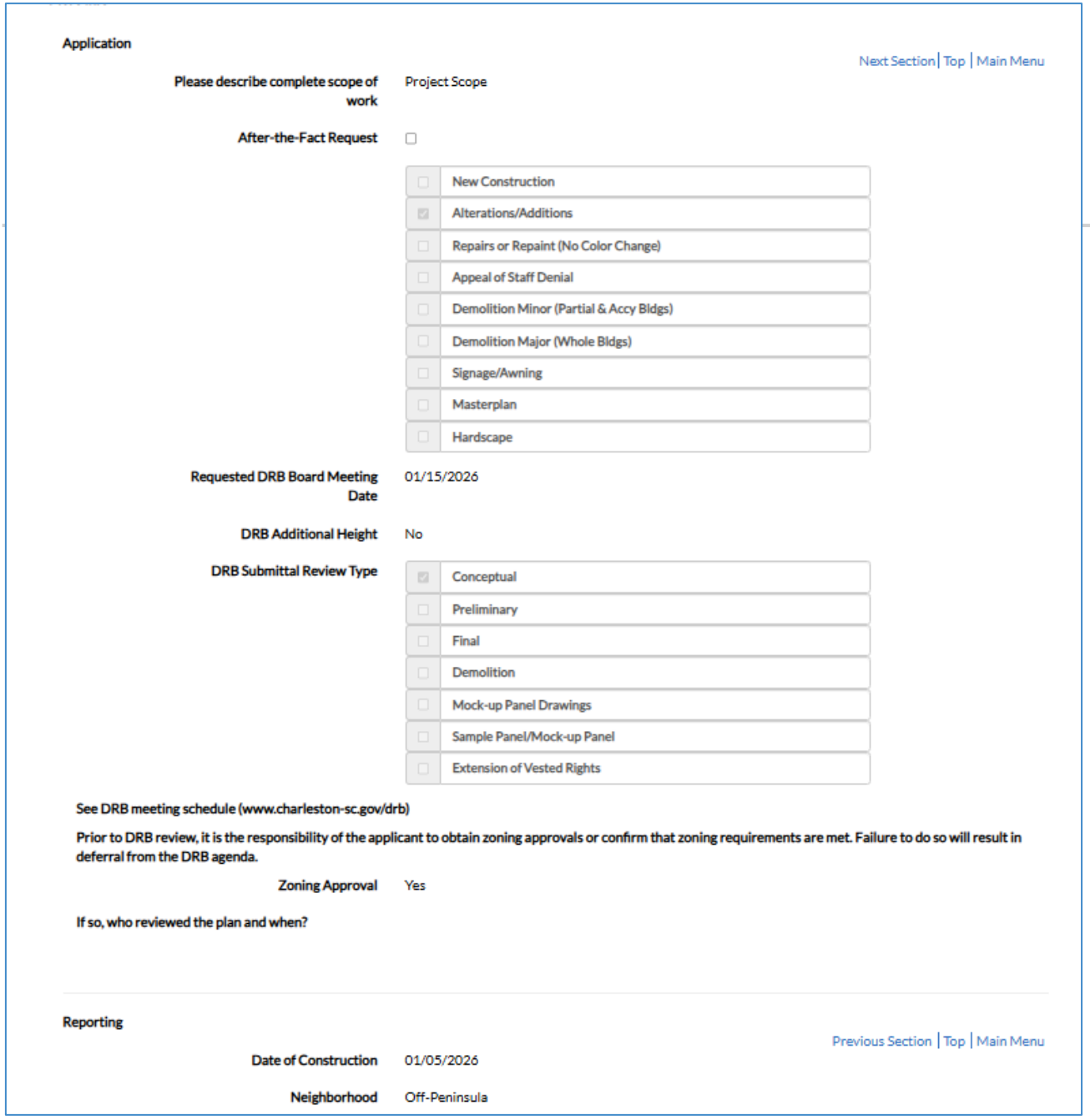


Application

Next Section | Top | Main Menu

Please describe complete scope of work Project Scope

After-the-Fact Request ☐

☐	New Construction
☑	Alterations/Additions
☐	Repairs or Repaint (No Color Change)
☐	Appeal of Staff Denial
☐	Demolition Minor (Partial & Accy Bldgs)
☐	Demolition Major (Whole Bldgs)
☐	Signage/Awning
☐	Masterplan
☐	Hardscape

Requested DRB Board Meeting Date 01/15/2026

DRB Additional Height No

DRB Submittal Review Type

☑	Conceptual
☐	Preliminary
☐	Final
☐	Demolition
☐	Mock-up Panel Drawings
☐	Sample Panel/Mock-up Panel
☐	Extension of Vested Rights

See DRB meeting schedule (www.charleston-sc.gov/drb)

Prior to DRB review, it is the responsibility of the applicant to obtain zoning approvals or confirm that zoning requirements are met. Failure to do so will result in deferral from the DRB agenda.

Zoning Approval Yes

If so, who reviewed the plan and when?

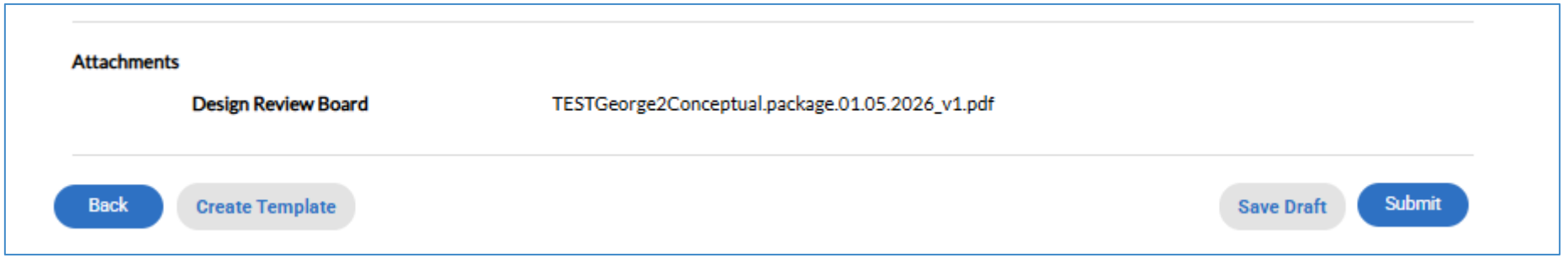
Reporting

Previous Section | Top | Main Menu

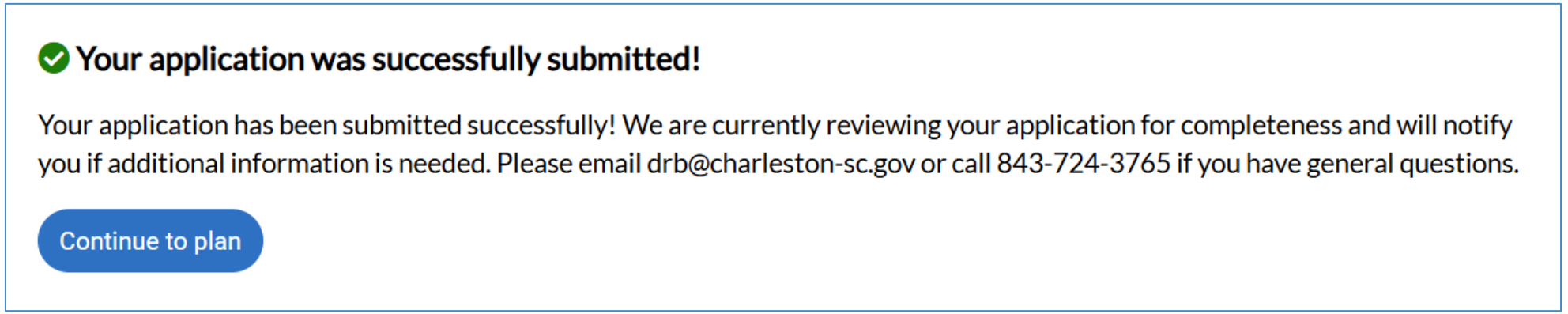
Date of Construction 01/05/2026

Neighborhood Off-Peninsula

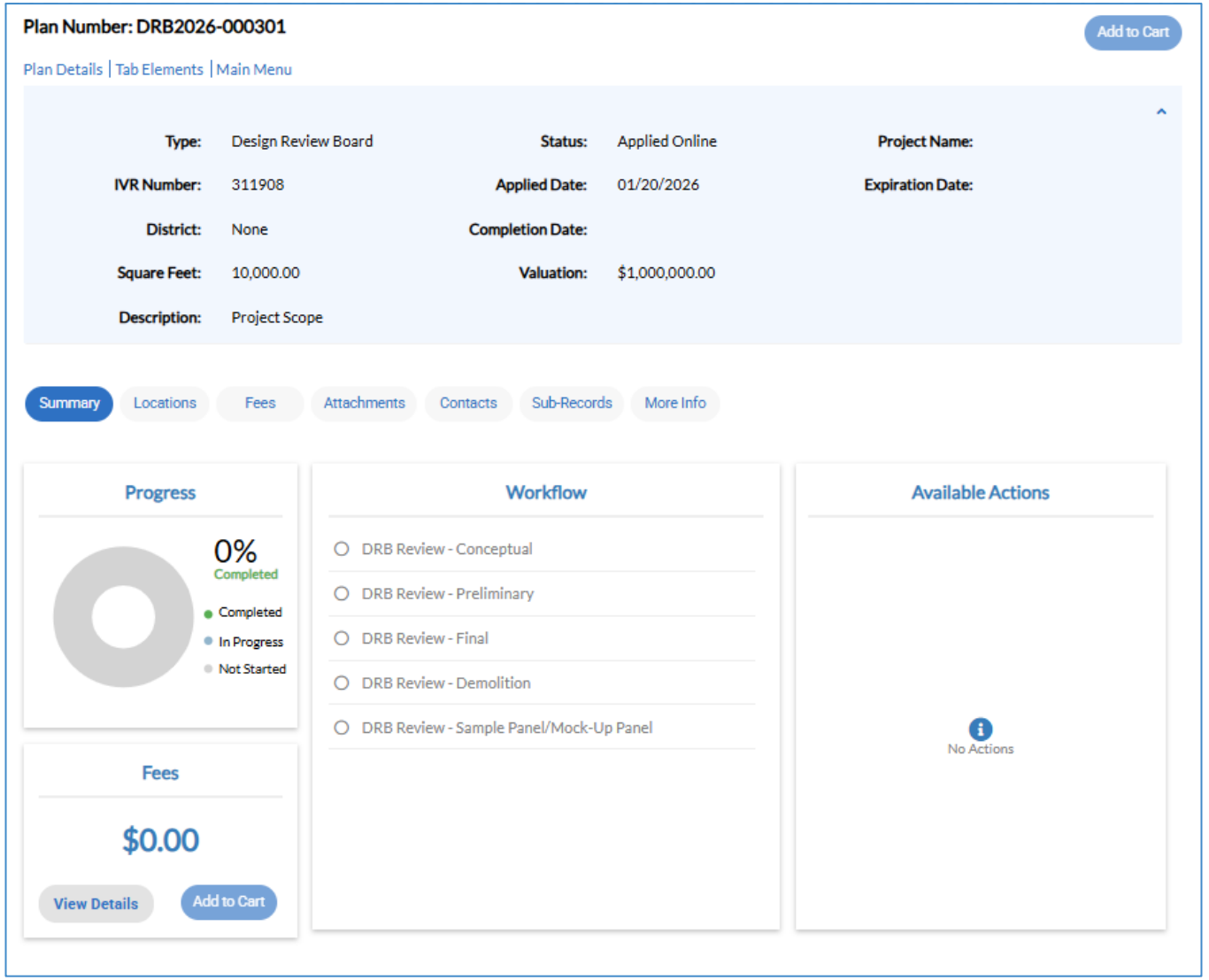
Confirm you have added all necessary documents before submitting.
You will not be able to see these attachments once you submit.
You **will not** be able to make changes or **add additional documents** after you submit



DRB Staff
has been notified of your submittal



You **can no longer** make changes or **add additional documents** at this time!

Invoices will be created and sent once Staff has an opportunity to verify the submittal is complete.

Confirmation of submittal does *not* constitute inclusion on any agenda.