



## DESIGN REVIEW BOARD

# REVIEW REQUIREMENTS FOR DEMOLITION

CITY OF CHARLESTON  
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DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY  
[www.charleston-sc.gov](http://www.charleston-sc.gov)

**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 as well as requests for demolition of structures fifty years and older 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. Contact the Urban Design and Preservation staff for more information.

**Board meetings** are held at 4:30 p.m. on the first and third Monday of each month (Currently via Zoom) and eventually back to being held at 2 George St, 1<sup>st</sup> Floor, City of Charleston Public Meeting room. Deadline for applications is 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.

### SUBMITTAL REQUIREMENTS FOR DEMOLITION:

DRB approval is required for structures that are 50 years old or more, along the DRB corridors. Demolition is defined as the removal of an entire building or a significant portion of a building. In the case of historic structures, this shall include important elements or features, the loss of which would compromise the structure's architectural character.

- ❑ Completed application form (as one pdf) and fee (you will be invoiced after we receive your submittal).
- ❑ **All the following in one pdf file:**
  - 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. 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.
  - 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.)
  - If possible, provide historical research, photos, etc., indicating the date of construction of the original structure and any subsequent additions or alterations. The Architecture and Preservation staff is available to assist with research if necessary.
- ❑ All of the above materials submitted in digital format (.pdf) and emailed to [meeksd@charleston-sc.gov](mailto:meeksd@charleston-sc.gov). When providing PDFs, documents must be merged into a single file where appropriate, named using the following naming system: DocumentNameMeetingdate.fileextension
- ❑ An on-site meeting with the City DRB administrator and DRB members is required for demolition requests of significant structures and is typically scheduled the week before.

