



# FINAL PHASE REVIEW REQUIREMENTS

(NEW CONSTRUCTION, ALTERATIONS, AND RENOVATIONS)

CITY OF CHARLESTON

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY

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[www.charleston-sc.gov](http://www.charleston-sc.gov)**FINAL REVIEW:**

Review of the completion of the preliminary design based on completed construction documents and material specifications, consistent with the level of quality of the previous phases. Final review, unless otherwise stated, is completed by staff and not the Board.

**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 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. (unless you have a drive through service which must go to the Board) Some projects are required to go before the full board, while others may be handled at staff level. Determination of the appropriate level of review will be made by the DRB Administrative officer. Final review is always done by City staff, unless the Board ask to see it again for final. Applicants may submit final drawings to Buildings and Inspections for permitting at the same time they submit to DRB staff for final review.

**Board meetings** are held at 4:30 p.m. on the first Monday of each month, in-person, at 2 George Street, First Floor Public Meeting Room. Deadline for applications are Mondays at 12:00 noon, typically fourteen 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.

**Zoning Requirements:** Prior to DRB review, it is the responsibility of the applicant to determine if zoning approval is required with the City of Charleston Zoning Division.

**Neighborhoods:** It is strongly encouraged that all applicants meet with the relevant neighborhood association and any adjacent property owners prior to DRB submittal. Please see the Neighborhood Contacts information sheet for more information.

**SUBMITTAL REQUIREMENTS:**

- ☐ **Completed application form and fee.** (Please visit [www.charleston-sc.gov/drb](http://www.charleston-sc.gov/drb) for the application and fee schedule.) Please note that as of January 2019, the fee schedule has changed and a fee is now required at every submittal.
- ☐ **Please submit written responses to the previous staff and Board comments as to how each item was addressed and on what sheet(s).**
- ☐ **Entire drawing set included in .pdf format on a disk or flash drive.**
- ☐ **For Board review email your pdf submittals to [drb@charleston-sc.gov](mailto:drb@charleston-sc.gov)** Use a Dropbox link if files are too large to email. Send the DRB application as a separate pdf. For **staff** reviews, email your submittal to [meeksd@charleston-sc.gov](mailto:meeksd@charleston-sc.gov) and cc [permits@charleston-sc.gov](mailto:permits@charleston-sc.gov) if it is a final DRB review. Full permit sets required for final DRB review. Include the following:
- ☐ **Site plan and landscape plan, to scale, depicting:**
  - Proposed layout of all structures (include north arrow, property lines and adjacent streets).
  - Proposed layout of all driveways, walkways, parking areas, entrance and exit drives, loading areas, walls, gates, mechanical equipment, etc. (dimensions)
  - Existing building(s) adjacent to the property.
  - Any demolition of existing site features, including trees.
  - The site plan shall show the ground floor plan and how it relates to the site.
  - Final landscape plan and plant schedule.
  - Site lighting (on both site plan and landscape plan) and photometric calculations.

- Screening of all utilities.
- Always define wet vs. dry detention ponds and plant with native grasses, etc. or other wet tolerant plants/trees.

□ **Architectural Drawings, to scale, including:**

-Floor Plans (all floors) depicting:

- Arrangement of interior spaces.
- Locations of windows and doors.
- Mechanical equipment (exterior).
- Electrical meter location and electrical service access. (note to paint all equipment/conduit, etc., the same color as the material where located on the building)
- The relationship between the ground floor and the site (sidewalks, walls, etc.).
- Where an addition to an existing building is proposed, provide existing floor plans noting any removal of existing building elements.
- Include square footage of buildings as a note on the cover sheet and # of units if residential.

□ **Building Elevations (all exterior sides) depicting:**

- Label proposed materials, including those for walls, roofs, chimney flues, gutters and downspouts, and porches, window types, etc.
- Existing grade and proposed grade, with finished floor elevations, and building height.
- Mechanical vents and equipment.
- Location and type of outdoor lighting fixtures.
- Design and location of signage. (submit with sign app separately)
- Where an addition to an existing building is proposed, elevations must clearly indicate any removal of existing building elements.
- Include documentation of existing grade/flood plain requirements where relevant.
- For new construction, provide a Streetscape Elevation (drawn to scale) of buildings adjacent to and across the street from the site. The proposed new construction must be included in the streetscape for comparison.
- Label elevations according to compass orientation.

**PLEASE NOTE: Initial submittals should show existing and proposed conditions. For all subsequent submittals, architectural drawings (elevations) should show the previous proposal, and the current proposal on the same page, side-by-side for comparison.**

□ **Building Sections and Wall Sections depicting:**

- Vertical dimensions.
- Building sections should depict each area where significant changes in the building's volume occur (e.g., one section may be through two-story porches and another through a gabled end facade) and should be at sufficient scale for review (typically 1/4" min.).
- Similarly, Wall sections should depict the various construction systems and materials specific to the proposed building (i.e., not simply a "typical" wall section).
- The Wall section(s) should be at a sufficient scale (3/4" min.) for review of material relationships, and generally should depict the wall construction from the ground plane to the building's parapet or eave line.

□ **Final architectural details**

- Sufficient for construction purposes and which depict materials and methods of each type of construction affecting the exterior appearance of the structure, or as specifically requested by the Design Review Board or City Architect/DRB Administrator. The details shall be of sufficient scale for review. (typically 1-1/2" min.)

□ **Civil drawings, Mechanical, Electrical, Plumbing, Structural, etc. (Full drawing package as if submitting to Buildings and Inspections for permit)**

□ **Material selections including:**

- Samples, brochures, and/or photographs of all exterior materials, finishes, windows, and fixtures.
- Samples are primarily required for atypical materials (i.e., a synthetic cornice) and not for wood, stucco, etc. (unless otherwise specified by the City Architect/ DRB Administrator).

- Materials can be a separate booklet. (one color copy for our records)
- **Photographs of existing site and structure** (if any). Also include photographs of surroundings sufficient to explain context. This includes, but is not limited to, buildings, signs, and site features. If digital, the photographs should be printed at no more than two per page; if prints, they should be mounted to 8-1/2 x 11 paper, not loose. All photos submitted shall be of sufficient size and quality to allow for review of existing conditions.
- **Color rendering and/or three-dimensional drawings.**
- **An on-site, full-scale sample panel will be required** by the DRB for all new construction to review proposed materials and craftsmanship. Reviewed by the Board. Submit mock-up panel drawings for review within the final review package, or separate with an application. (Can be after final review) Contact DRB staff when mock-up panel is completed, and submit drawings photos and app to the Permit Center to set up a Board visit to the panel and a Board meeting review.
- **Submit an application and separate drawings for any proposed signage.** (Can be after final review)
- **I, (the applicant) will relay all staff comments/conditions, to the building contractor.**

**Note:** An inspection by DRB will be required following the completion of all work and prior to issuance of a Certificate of Occupancy.