



DESIGN REVIEW BOARD

REVIEW REQUIREMENTS FOR PAINTING, REPAIRS AND REPLACEMENTS IN KIND

CITY OF CHARLESTON

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY

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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. 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 Urban Design & Preservation Division staff.

SUBMITTAL REQUIREMENTS FOR SIMPLE REPAIRS, REPAINTING AND REPLACEMENTS IN-KIND:

- ☐ Completed application form and fee (per fee schedule)
- ☐ Photographs of all sides of the structure visible from the public right-of-way and close-up views of areas to be repaired.
 - o Photos should be of enough clarity and detail to show rot and deterioration, if applicable.
 - o For historic windows, photos should document each window being repaired or replaced (one photo showing "typical" conditions is not acceptable for replacement of multiple units).
- ☐ Cut sheets may be required in some instances (light fixtures, replacement windows and shutters, etc.)

SUBMITTAL REQUIREMENTS FOR PAINT COLOR CHANGE:

- ☐ Completed "paint color schedule" form and fee (\$30)
- ☐ Photographs (see above)
- ☐ Proposed Paint Samples (affixed to color schedule). An on-site color sample of 3'x3' may be required at staff's discretion.