



# DESIGN REVIEW BOARD

## SAMPLE PANEL GUIDELINES

CITY OF CHARLESTON

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY

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### **SAMPLE PANEL GUIDELINES:**

1. Sample panels will be required on a case-by-case basis. The intent of the sample panel as requested by the Board is to provide a means by which the materials, workmanship, and color palette of a particular building's final construction can be reviewed on-site by members of the Board, prior to beginning construction.

2. The sample panel should include all major components of the building in order to allow for a clear representation of how each type of construction will appear in context with adjacent materials and within the building's context. These components include:

#### All major materials.

Window and/or doors. The panel should indicate how the head, jamb, and sill details will work, as well as how the window or door materials and color will relate to adjacent materials.

Material transitions. This would include the transition of a building's limestone base to a stucco building body, for example. Also relevant would be the joint detail of the limestone, for review of pattern, mortar color, etc.

#### Roof, eave, and fascia conditions.

Any special finishes or details. Examples would be any decorative grille work, railings, brick shapes, or cast medallions that are repeated and thus make up a substantial effect on the building's appearance.

3. It is important to note that the exterior materials are not considered approved until after review of the sample panel by the Board. As such, the sample panel should be built early in the construction process, prior to the installation of any exterior finish materials or building components (i.e., brick, stucco, siding, windows, etc.). Installation of any exterior finish materials or building components prior to approval of the sample panel may result in a Stop Work Order of the project until those materials have been reviewed and approved by the Board.

4. Once the sample panel is complete, the review of the panel should be submitted for review by the Board or staff. Submittal requirements include photos of the completed panel.

5. The sample panel is to remain in place until the project has received substantial completion or as otherwise determined by City Staff.

6. The sample panel should be constructed by the same sub-contractors that will be doing the actual building/project.

7. No ordering of finish materials shall be made until the sample panel is approved by the City.

8. The City is now charging \$400 for a final mockup panel review, to be paid after you submit your DRB application to City staff when the panel is completed and you are ready for a review.