



# DESIGN REVIEW BOARD

## REVIEW REQUIREMENTS FOR FENCES, WALLS AND SITE WORK

CITY OF CHARLESTON

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY

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[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 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.

**Board meetings** are held at 4:30 p.m. on the first Monday of each month at 2 George Street, First Floor, City of Charleston Public Meeting Room. Deadline for applications is Monday 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.

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### SUBMITTAL REQUIREMENTS FOR BOTH BOARD AND STAFF REVIEW:

- ☐ Completed application form and fee
- ☐ PDF format:
  - Site Plan, to scale, depicting:
    - Existing and proposed layout of all driveways, walkways, parking areas, entrance and exit drives, loading areas, walls, gates, etc.
    - Existing building(s) adjacent to the property.
    - Any demolition of existing site features
  - Architectural drawings, to scale, depicting:
    - Elevations (including general notations regarding materials and dimensions) of proposed walls, fences, gates, etc.
    - Section of proposed walls/fences to depict method of construction.
  - Material selections including:
    - Samples, brochures, and/or photographs for *atypical materials* (i.e., paving material or specific type of brick) and not for wood, stucco, etc.
  - Photographs of all sides 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
- ☐ All of the above materials submitted in digital format on a CD (Board review only). Please convert all plans and photos to .pdf format, if possible. PDFs, documents must be merged into a single file where appropriate. The digital submittal should be read-only, named using the following naming system: DocumentNameMeetingdate.fileextension (e.g., SouthElevation3-14-07.pdf).