



## BOARD OF ARCHITECTURAL REVIEW

# REVIEW REQUIREMENTS — OPT-IN (HISTORIC MATERIALS DEMOLITION PURVIEW)

CITY OF CHARLESTON  
2 George Street, Third Floor

Charleston, South Carolina 29401

DEPARTMENT OF PLANNING AND PRESERVATION  
843-724-3765  
[www.charleston-sc.gov](http://www.charleston-sc.gov)

**GENERAL INFORMATION:** Per Ordinance change dated October 28<sup>th</sup>, 2025 to Sec. 54-240 residents in the Historic Materials Demolition Purview area may now choose to opt in to full review by the Board of Architectural Review (BAR).

Opting in means:

- An applicant's demolition request as well as their conceptual plans for what comes next are combined into **one** submittal which the Board will review.
- Once a submission is approved by the Board of Architectural Review – Large or Small an applicant has successfully opted in to full review by the Board of Architectural Review and Preservation staff.
- Board and staff will conduct all reviews using the existing context in addition to any relevant [Area Character Appraisals](#).
- Opt-in purview includes all structures on the property, in perpetuity.
- Must meet with BAR-Small Administrator or City Architect prior to first opt-in submittal.

To check which historic purview district a property is in, click [here](#). The dark grey area on the map shows the Historic Materials Demolition Purview. **IF YOU DO NOT WANT TO OPT IN, USE THE [HISTORIC MATERIALS DEMOLITION PURVIEW REQUIREMENTS](#). IF YOU DO NOT WANT TO OPT IN AND ARE APPLYING FOR A FULL DEMOLITION, USE THE [DEMOLITION REQUIREMENTS](#).**

The BAR reviews all exterior work visible from the public right of way or elevated roadway, including new construction, alterations and renovations, within the City's Historic Districts. Most projects will require review by the Board, while others can be handled by staff. The City Architect/Preservation Officer will determine the applicable level of review based on scope of work.

**Board meetings** are held at 4:30 p.m. (unless noted otherwise) per published schedule on specified Wednesdays (BAR-L) and Thursdays (BAR-S) at 2 George Street in the First Floor Public Meeting Room. For deadline dates, meeting schedules, application forms, or additional information, please visit <https://www.charleston-sc.gov/293/Board-of-Architectural-Review-BAR>.

Prior to BAR review, it is the responsibility of the applicant to obtain Zoning approvals (Variances, Special Exceptions, Zoning staff approval), and Pre-App TRC review (if applicable) that are required for this project. Failure to do so will result in deferral from the BAR agenda. **Provide a statement on the cover sheet indicating that you have met with Zoning staff, the project is Zoning compliant, and does not require, or has obtained, any Variances or Special Exceptions. This statement should also indicate that you have had Pre-App TRC review (if applicable).** Applicants are strongly encouraged to meet with the relevant neighborhood association, preservation groups, and any adjacent property owners prior to making a BAR submittal.

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## OPT-IN SUBMITTAL REQUIREMENTS:

All items described below are required.

**Check each box, sign at the end of the form, and submit these checked and signed Submittal Requirements with the application. (NOTE: IF ANY PART OF AN APPLICATION DOES NOT CONFORM TO THE SUBMITTAL REQUIREMENTS, OR IS INCOMPLETE, IT WILL BE REJECTED AND REMOVED FROM THE AGENDA).**

**Digital version of submittal:**

All submittal documents (plans, photographs, etc.) must be provided digitally as one combined PDF and submitted through the [Charleston Customer Self Service \(CSS\)](#). Digital presentations will not be accepted via email, after the deadline, or during the meeting.

OPT IN HMDP Basic Drawing Set Should Include:		
	Addition	Alteration
Existing site plan	✓	✓
Demolition site plan	✓	✓
Proposed site plan	✓	✓
Existing floor plans	✓	✓
Demolition floor plans		
Proposed floor plans	✓	✓
Existing roof plans	✓	✓
Demolition roof plans		
Proposed roof plans	✓	✓
Existing elevations	✓	✓
Demolition elevations		
Proposed elevations	✓	✓
Existing streetscape	If facing street	If facing street
Proposed streetscape	If facing street	If facing street
Existing section	✓	✓
Proposed section	✓	✓
Existing site section		
Proposed site section		
3D renderings	BAR-L: yes BAR-S: if commercial	BAR-L: yes BAR-S: if commercial
Material samples	If requested	If requested
Mock up	If requested	If requested

## OPT-IN HMDP Review:

Review of the proposed construction plan as it relates to demolition/removal of existing features only.

### TITLE PAGE:

- Must include applicant name and contact information, project name, address and drawing index with page numbers. number all pages sequentially starting at one and continuing. Indicate the "Formerly Known" name/address if it has changed.
- Must include a statement regarding Zoning compliance as described above. Must include dates of all previous reviews by TRC, Zoning (BZA or Staff) and BAR.
- If deferred or denied at a previous meeting, subsequent submittals must include a list of Staff and Board Comments from the previous meeting with responses explaining how previous comments have been addressed.
- 1 Completed BAR application form (must accompany every submittal including revisions, materials, etc.).
- Must include a statement with the date of the pre-meeting with the BAR-S Administrator or City Architect.

### HISTORIC STRUCTURE BACKGROUND:

- Provide historic structure background information. Submit documentation including Sanborn Maps, historic photographs, historic archival or physical evidence, and a narrative describing important background on the structure to be restored, renovated, receive an addition, or otherwise affected by the proposal.

### EXISTING AND PROPOSED ARCHITECTURAL SITE PLANS AND CONTEXT PLAN:

- All submittals must include existing and the correlating proposed drawing on the same sheet for comparison.
- Site Plan - Layout of all structures (with north arrow, graphic drawing scale, cardinal directions, property lines, dimensions and adjacent streets labeled).
- Existing building(s) adjacent to the property on all sides.
- The ground floor plan and how it relates to the site. NOTE: Orient site plan and floor plans the same
- Any demolition or removal of existing site features.
- The ground floor plan and how it relates to the site.
- Must include FEMA zone information.

**EXISTING AND PROPOSED ARCHITECTURAL FLOOR PLANS:**

- All submittals must include existing and the correlating proposed drawing on the same sheet for comparison and show the removal of any historic site features.
- Provide a separate plan for each level.
- Must include north arrow and a graphic scale.
- Notes/labels should identify floor level, dimensions, room names, equipment, section cuts, etc.
- Differentiate demolition from existing with hatching or tone.
- Differentiate new from existing with hatching or tone.
- Must include a roof plan.
- Arrangement of interior spaces with window and door locations and rooms labeled.
- On existing floor plans, note any removal of existing building elements; differentiate new from existing with hatching or tone.
- Where an addition to an existing building is proposed, provide existing plans noting any removal or alteration of existing building elements.

**EXISTING AND PROPOSED ARCHITECTURAL BUILDING ELEVATIONS:**

- All submittals must include existing and the correlating proposed drawing on the same sheet for comparison.
- Must include notations regarding all existing materials and dimensions.
- Must include all elevations regardless of visibility.
- Must include elevation labels according to compass orientation.
- Indicate existing grade/flood plain requirements where relevant.
- Where an addition to an existing building is proposed, provide existing plans and elevations noting any removal or alteration of existing building elements.
- For new construction, raising structure for FEMA, or additions facing the street, provide a streetscape elevation (drawn to scale) of buildings adjacent to the site, and a streetscape elevation (drawn to scale) across the street from the site. The proposed new construction must be included in the streetscape elevation on both sides of the street for comparison. **A photo montage will not be acceptable in lieu of a scaled drawing streetscape elevation.**

**COLOR RENDERING AND/OR THREE-DIMENSIONAL DRAWINGS:**

(Optional for residential, required for commercial new construction)

If required, a minimum of two renderings shall be provided as follows:

- Proposed construction, including adjacent structures, as it would be seen at eye level by a pedestrian on a sidewalk abutting the property.
- Proposed construction, including adjacent structures, as it would be seen at eye level by a pedestrian on a sidewalk across the street from the property.
- Additional renderings/views are always helpful.

**PHOTOGRAPHS:**

- Photographs of existing site and structure. Also include photographs of surroundings sufficient to explain context. This includes, but is not limited to, buildings, signs, and site features. Photographs should be clear and legible, in color.

Printed Name \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signed Name \_\_\_\_\_



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### AFFIDAVIT — OPT-IN (HISTORIC MATERIALS DEMOLITION PURVIEW)

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#### SWORN AFFIDAVIT

I, \_\_\_\_\_, hereby certify and acknowledge by my initials and signature below that the information provided herein is hereby made on oath, willfully, knowingly and absolutely, and the same is hereby sworn to be true under penalty by law:

I have an interest of record in the real property described in Section A below (the "Property").

I am requesting that the Property be reviewed by the Board of Architectural Review-Large or Small ("BAR") for approval of demolition and approval of conceptual plans.

I understand that if the BAR approves this request that the Property will be subject to the jurisdiction of the BAR pursuant to the City of Charleston Zoning Ordinance sections 54-240(c)-(e), as may be amended, in perpetuity.

All person(s) with an interest of record in the Property have consented to this submission as evidenced by their signatures hereto.

#### SECTION A

Property Address: \_\_\_\_\_

TMS No. \_\_\_\_\_

Property Owner Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

#### NOTARY PUBLIC

The foregoing instrument was acknowledged before me (the undersigned notary) by \_\_\_\_\_, the \_\_\_\_\_, of \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_

Print Name of Notary: \_\_\_\_\_

Notary Public for \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

SEAL OF NOTARY