



## DEVELOPMENT REVIEW PROCESS DESIGN REVIEW APPLICATION

Community and Economic Development Department  
1911 Boundary Street, Beaufort, South Carolina, 29902  
p. (843) 525-7011 / f. (843) 986-5606  
Email: [development@cityofbeaufort.org](mailto:development@cityofbeaufort.org) / website: [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

- Staff Review  
 Board Review

**Application Fee:**

**OFFICE USE ONLY:** Date Filed: \_\_\_\_\_ Application #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Schedule:** The Design Review Board (DRB) typically meets the 2<sup>nd</sup> Thursday of each month at 2pm. Upon receipt of an application, staff will review the submittal and then contact the applicant letting them know when the meeting will be.

A complete schedule can be found at: <https://www.cityofbeaufort.org/379/Design-Review-Board>

**Submittal Requirements:** All forms and information shall be submitted digitally + 5 hardcopies of all documents. In addition to a complete application form, applicants shall submit the required items according to the checklists on the subsequent page.

**Review Request:**  Conceptual  Preliminary  Final

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application?  Yes  No

### Applicant, Property, and Project Information

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_ Applicant Phone Number: \_\_\_\_\_

Applicant Title:  Homeowner  Tenant  Architect  Engineer  Developer

Owner (if other than the Applicant): \_\_\_\_\_

Owner Address: \_\_\_\_\_

**Project Name:** \_\_\_\_\_

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

Property Identification Number (Tax Map & Parcel Number): \_\_\_\_\_

Date Submitted: \_\_\_\_\_



**DEVELOPMENT REVIEW PROCESS  
DESIGN REVIEW APPLICATION**

Community and Economic Development Department  
1911 Boundary Street, Beaufort, South Carolina, 29902  
p. (843) 525-7011 / f. (843) 986-5606

Email: [development@cityofbeaufort.org](mailto:development@cityofbeaufort.org) / Website: [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

**Required Project Information**

Project Name: \_\_\_\_\_

Property Size in Acres: \_\_\_\_\_ Proposed Building Use: \_\_\_\_\_

Building Square Footage (if multiple buildings, please list each one and their square footage by floor): \_\_\_\_\_

# of Parking Spaces Required: \_\_\_\_\_ # of Parking Spaces Provided: \_\_\_\_\_

Is this project a redevelopment project: Y N

Are there existing buildings on the site? Y N if yes, will they remain? Y N

Provide a brief Project Narrative and outline any specific questions you would like addressed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(The owner's signature is required if the applicant is not the owner.)

**CONTACT INFORMATION:**

Attention: Julie A. Bachety, Administrative Assistant II

City of Beaufort Department of Planning & Development Services

1911 Boundary Street, Beaufort, South Carolina 29902

E-Mail: [development@cityofbeaufort.org](mailto:development@cityofbeaufort.org) | Phone: (843) 525-7011 | Fax: (843) 986-5606

# CITY OF BEAUFORT - DESIGN REVIEW

## Application Requirements

**\*DIGITAL SUBMITALL OF ALL DOCUMENTS ONLY\***

The *Beaufort Code* applies to all projects.

The *Civic Master Plan*, Adopted February 2014, shall be used as guidance for all projects.

All documents can be found online at [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

- The Beaufort Code can be found here: <http://www.cityofbeaufort.org/zoning-map-ordinance.aspx>
- The Civic Master Plan can be found here: <http://www.cityofbeaufort.org/345/Forms>

General Notes:

- A complete application form, including a written narrative (both in digital form) and applicable fee, shall be submitted for each review. Application fees may be paid online or in person with a credit card or with a check made out to The City of Beaufort.
- Plans must be submitted in digital format only.
- All plans must be drawn to-scale, and shall include a scale bar on each drawing.
  - All plans for preliminary and final review shall have the following information:
    - Cover or Index Sheet with project title, developer name, consultant name, an index to drawings by title and sheet number, a project location map and if applicable a graphic key.
    - North Arrow (as appropriate) on all site plans;
    - Written and Graphic Scale on all plans; and
    - Appropriate Legends, Notes and Labels on all plans.
- An incomplete application will not be reviewed.
- Most projects submitted for Design Review should attend the Pre-Design conference – held every Tuesday at 2pm – prior to proceeding past the conceptual submission. A separate application form for the Pre-Design, along with submission instructions, can be found here: <http://www.cityofbeaufort.org/345/Forms>.

# City of Beaufort Design Review Checklists

---

## Submission Requirements for Design Review Board or Staff Level Design Review New Construction / Additions where Design Review is Required

### Conceptual Review

- **Existing Context:** Color photographs of the existing structure, if applicable, and adjacent structures.
- **Plat:** A plat indicating the tax map and parcel number, and providing boundary information, setbacks and all existing items on the property including: existing structure(s), pavement, setbacks, existing trees 8” caliper DBH and greater, and fences.
- **Site Plan:** A site plan, to scale, indicating general design elements; this may be in sketch form, or a hard-lined drawing is acceptable as well. The site plan should include:
  - Proposed Buildings
  - Vehicular and Pedestrian Circulation
  - Parking Areas
  - Planting Areas, including existing trees
  - Connections to the public right-of-way and adjacent sites
  - Parking Requirement Calculation
  - Impervious Surface Calculation
  - Delivery and Service Areas
- **Floor Plans:** Floor Plans, showing the general interior layout of all
- **Building Elevations:** Conceptual Elevations of the front and sides. They should display massing and scale of new construction and how it relates to the surrounding context and existing structure (if applicable). For infill construction, this drawing should include a street elevation and/or a street section showing height and width relationships to existing adjacent buildings.

### Preliminary Review: All of the documents required for Conceptual Review, PLUS:

- **Detailed Site Plan:** A hard-lined site plan, including the following *additional* information: turning radii, all trees and trees to be removed marked with an “X”, pavement materials, existing grading, and conceptual proposed grading
- **Floor Plans:** Floor plans of all levels of the building, including square footage. For Alterations or Additions, existing conditions drawings of the floor plan are also required, showing the area and square footage affected by the addition
- **Building Elevations:** Elevation drawings of all sides of the building, including heights – height above grade, floor-to-floor heights, eave height and ridge height (if applicable). Mechanical equipment should be dashed-in on elevations.
- **Color Rendering:** A colored version of at least one elevation, noting proposed materials and colors.
- **3-D Rendering:** A 3-D rendering showing the height, mass and scale of the proposed building in its context may be required for structures in infill contexts
- A Certified Arborist report is required for all grand trees (24” DBH and greater) which are affected by the project

### Final Review: see the next sheet

# City of Beaufort Design Review Checklists

---

## Submission Requirements

### New Construction / Additions where Design Review is Required Districts (*ctd.*)

**Final Review:** All of the documents required for Preliminary Review, PLUS:

- **Detailed Site Plan:** A hard-lined site plan(s), including the following *additional* information: utilities, mechanical equipment, stormwater, outdoor merchandise or vending
  - **Landscaping Plan:** A landscaping plan is required for commercial projects. It shall include A schedule detailing materials and colors of all plants and landscape materials, all existing trees, with the trees to be removed noted, existing and proposed grading, and any exterior lighting proposed.
  - **Building Elevations:** Elevations should be updated to include: mechanical equipment, lighting, location of signage, materials labeled, gutters and downspouts
  - **Details:** A typical wall section, window details, eave details, colonnade/awning details, and any other details characteristic to the building are required
  - **Material Samples:** Samples of windows, lighting and building materials may be required
  - **Final Materials List:** A final list, including colors, is required.
  - **Lighting:** A lighting and photometric should be prepared for the site. All exterior building lighting should be shown on the building elevations. If lights exceed 5500 lumens, they should be indicated on the photometric plan. Cut sheets are required for all site and exterior building lighting.
- 

## Submission Requirements

### New Construction / Additions where Design Review is NOT Required

- **Existing Context:** Color photographs of the adjacent structures and existing structure, if applicable.
- **Plat:** A plat indicating the tax map and parcel number, and providing boundary information, setbacks and all existing items on the property including: existing structure(s), pavement, setbacks, existing trees 8” caliper DBH and greater, and fences.
- **Site Plan:** A site plan, to scale, indicating general design elements; this may be in sketch form, or a hard-lined drawing is acceptable as well. The site plan should include:
  - Proposed Buildings
  - Vehicular and Pedestrian Circulation
  - Delivery and Service Areas
  - Parking Areas
  - Planting Areas
  - All existing 8”+ caliper DBH trees
  - Trees to be removed marked with “X”
  - Mechanical Equipment
  - Connections to the public right-of-way and adjacent sites
  - Parking Requirement Calculation
  - Existing and Proposed Grading
  - Impervious Surface Calculation
  - Turning Radii
  - Pavement Materials
  - Utilities & Stormwater
  - Outdoor Merchandise or Vending
- **Floor Plans:** Floor plans of all levels of the building, including square footage.
- **Elevations:** Complete elevations including building heights – height above grade, floor-to-floor heights, eave height and ridge height (if applicable) - materials labeled, colors, downspouts and gutters, lighting, mechanical equipment dashed in, signage



# DESIGN REVIEW BOARD FEE SCHEDULE

(As of July 1, 2020)

## **BOARD REVIEW FEES:**

Single-family residential projects (board review)	\$100.00
Multifamily and commercial projects (board review)	\$250.00
Change After Certification	\$100.00
Demolition (whole structure)	\$250.00
Special Board Meeting	\$500.00

**Post facto applications shall be triple the normal fee.**

## **STAFF REVIEW FEES:**

**Single Family and 2/3-unit buildings not in a historic district are exempt.**

### **Type 1**

Renovations/Improvements (not including additions),  $\leq$  50% of the value of the structures

<u>Value</u>	<u>Fee</u>
Improvements $\leq$ \$5,000	\$50
Improvements $>$ \$5,000 but $\leq$ \$25,000	$\$50 + 0.25\% \times \text{value above } \$5,000$
Improvements $>$ \$25,000	$\$100 + 0.20\% \times \text{value above } \$25,000$

### **Type 2**

- Any single-family and 2/3-unit residential addition in a historic district: \$50
- All other additions: \$500 base fee + \$0.05/square foot of addition.

### **Type 3**

Review for new construction and for renovations/improvements totaling over 50% of the value of the structure:

- Single-family and 2-3 unit residential in the historic district
- $\leq$  10,000 square feet: \$500 base fee + 0.05/square foot of building
- $>$  \$10,000 square feet: \$1,000 base fee + \$0.05/square foot of building for the first 100,000 square feet of building. For additional square footage over 100,000, \$0.02/square foot.