City of Beaufort Department of Planning & Development Services
DESIGN REVIEW BOARD (DRB) APPLICATION FORM

Important: Building Permit Applications must include a copy of the stamped plans

Fees – Office Use Only

☐ **Board review**	**$200 per meeting**
☐ **Staff review**	**$ 50**
☐ **Special Meeting**	**$500**

***Post Facto applications shall be twice the normal fee**

Please TYPE or PRINT legibly

Date of Submittal: _____ **Design Review Board Meeting Date:** _____

Project Name: _____

Project Address: _____

Property Zoning: _____

Tax Map/Parcel No. _____

Project Developer: _____

Address: _____

Phone/Fax/Email: _____

Project Consultant: _____

Phone/Fax/Email: _____

Address: _____

Property Owner: _____

Address: _____

_____ _____ _____

Owner's Signature Owner's Name (Please Print) Date

<u>NOTE:</u> If the developer is not the property owner, the owner must sign the application or provide a letter stating approval of the plan being submitted. The owner's signature is required prior to final approval.

DESIGN REVIEW BOARD PROJECT REVIEW

☐ CONCEPTUAL REVIEW
☐ PRELIMINARY REVIEW
☐ FINAL REVIEW

STAFF PROJECT REVIEW

☐ CONCEPTUAL
☐ PRELIMINARY
☐ FINAL
☐ Non-Corridor **(See Page #6)**

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

To the best of my knowledge, the information on this application and all additional documentation is true, factual and complete. I hereby agree to abide by all conditions of any approvals granted by the City of Beaufort. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

_____ _____ _____

Developer's Signature Developer's Name (Please Print) Date

DESIGN REVIEW BOARD (DRB) APPLICATION FORM
✓ Project Narrative ✓

Project Name: _____

Provide a **Project Narrative**. (Please attach additional sheets if needed)

_____
_____
_____
_____
_____
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_____
_____

Property Size in Acres: _____

Proposed Building Use: _____

Building Square Feet: _____

Number of Parking Spaces Required: _____ Number of Parking Spaces Provided_____

Is the project a redevelopment project? _____ If yes, has 25% parking reduction been taken?_____

Are there existing buildings on site? _____ Will existing buildings remain or be removed? _____

APPLICATION SUBMITTAL REQUIREMENTS:

6 hardcopies of **ALL** documents submitted (1 full-size, 5 half-size) + digital copy must be filed by 12:00 noon on the deadline date; See Supplement for specific drawings required.
***Documents MUST BE to-scale, collated and bound by folding/stapling each set.**

CONTACT INFORMATION:
Attention: Julie A. Bachety, Administrative Assistant II
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