# *City of Beaufort Department of Planning & Development Services*
# *BLADEN STREET REDEVELOPMENT DISTRICT*
# *DESIGN REVIEW APPLICATION FORM*

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

**Fees – Office Use Only**
- ☐ **New Construction/Renovation over 50%**
- ☐ **Minor Changes**
- ☐ **Appeal**

**Please TYPE or PRINT legibly**

**Date of Submittal:** _____

**Project Name:** _____

Project Address: _____

Tax Map/Parcel No. _____

**Project Developer:** _____

Address: _____

Phone/Fax/Email : _____

**Project Consultant:** _____

Phone/Fax/Email: _____

Address: _____

**Property Owner:** _____

Address: _____

_____ _____

Owner's Signature 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. Owner's signature required prior to final approval.**

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 Date

## *BLADEN STREET REDEVELOPMENT DISTRICT*
## *DESIGN REVIEW APPLICATION FORM*
## ✓ Project Narrative ✓

Project Name: _____

Provide a **Project Narrative**. (State how the project is consistent with the Bladen Street District and the Bladen Street Ordinance. Please attach additional sheets if needed)

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Property Size in Acres: _____

Proposed Building Use: _____

Building Footprint (square feet): _____ Building Square Feet Total: _____

Number of Parking Spaces Provided _____ Are there existing buildings on site? _____

Will existing buildings remain or be removed? _____

**SUBMITTAL REQUIREMENTS:**

**Submit 1 digital set of the plans & application and 2 hardcopies of the plans & application.**

**CONTACT INFORMATION:**

Attention: Julie A. Bachety, Administrative Assistant I
City of Beaufort Department of Planning & Development Services
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Beaufort, South Carolina 29902
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E-Mail: jbachety@cityofbeaufort.org
Website: www.cityofbeaufort.org

## *BLADEN STREET REDEVELOPMENT DISTRICT DESIGN REVIEW APPLICATION FORM*
### ✓ General Notes ✓

1. Plans must be collated and bound as a set and sets individually folded.
2. All plans in a submittal shall be on the same size sheets. Sheets to be a standard size such as 24" x 36", but no larger than 30" x 42".
3. All plans for preliminary and final review shall have the following information:

   A. Cover or Index Sheet with project title, developers name, consultants= names, an index to drawings by title and sheet number, a project location map and if applicable a graphic key.
   B. North Arrow (as appropriate) on all site plans;
   C. Written and Graphic Scale on all plans; and
   D. Appropriate Legends, Notes and Labels on all plans.

4. Staff recommends the applicant obtain a current copy of the Unified Development Ordinance to ensure that ordinance requirements have been met.
5. All site plans should be at a scale of 1"=20' unless otherwise approved by staff.
6. Building elevations should be submitted to scale.
7. An incomplete application will not be submitted to the City Architect for review.

## *BLADEN STREET REDEVELOPMENT DISTRICT DESIGN REVIEW APPLICATION FORM*
### ✓ Conceptual Review Submittal Requirements ✓

The items listed below must be submitted before an application shall be considered complete for a conceptual review. Two hardcopy sets and 1 digital copy of all application materials are required.

1. *Completed application form*
2. *Written Narrative* (page 2 of the application form).
3. A *Proposed Site Plan* that addresses typical items such as:

   A. proposed buildings
   B. vehicular circulation
   C. pedestrian circulation
   D. parking areas
   E. delivery area
   F vehicular and pedestrian connections with off site facilities
   G. parking requirement information
   H. tree islands and medians

4. Conceptual *elevation drawings* of the building front and sides.

# *BLADEN STREET REDEVELOPMENT DISTRICT*
# *DESIGN REVIEW APPLICATION FORM*
## ✓ Final Review Submittal Requirements ✓

The items listed below must be submitted before an application shall be considered complete for review by the City Architect. Two hardcopy sets of all application materials and a digital copy are required unless otherwise noted.

1. *Completed Application Form*
2. *Survey Plat* that provides boundary information, and all items existing on the property such as building, fences, trees over 8" DBH, wells, etc. The survey shall be sealed and signed by a registered land surveyor. Provide date of survey and date of any revisions (surveys older than 3 years old are not acceptable).
3. *Written narrative* that outlines the nature and details of the proposed development. This narrative should be updated with the changes made after conceptual review.
4. Photographs, including a general view of the street showing the building site and adjacent properties including the street; individual photographs of the buildings immediately adjacent to and across from the site; existing buildings on site; and a frontal view of the building site from the street.
5. An *existing site plan* outlining items to be demolished and or removed. Items to be demolished or removed may be illustrated on a separate demolition plan, if unable to be included on the existing site plan.
6. A *Site Development Plan* that should address typical items such as:

   A. land uses
   B. existing and proposed buildings
   C. vehicular circulation
   D. pedestrian circulation
   E. parking areas
   F. turning radius
   G. existing trees over 8" DBH
   H. trees to be removed, mark with a large "X."
   I. vehicular and pedestrian connections with off site facilities
   J. required street improvements
   K. sidewalks
   L. parking requirement information
   M. pervious coverage information
   N. pavement materials
   O. tree islands and medians
   P. delivery area

7. Building floor plan illustrating, at a minimum, the location of all interior walls, exterior doors and windows, as well as a general description of each room (i.e. office, closet, entry, etc.).
8. Provide *elevation drawings,* include the following:

   A. mechanical vents and equipment
   B. location of outdoor lighting fixtures
   C. location of signage
   D. proposed materials labeled, including but not limited to the following items:

      1. windows
      2. walls
      3. roofs
      4. gutters
      5. down spouts
      6. porches
      7. railings
      8. all other materials as appropriate
      9. doors

9. *Tree Protection Plan* illustrating the zone of protection around all preserved trees, as well as details of the method of protection. Tree protection zones may be illustrated on the proposed site plan or landscape plan.
10. *Grading Plan* (should address stormwater requirements, show the proposed development and all existing trees over 8" DBH that will remain on site and the trees to be removed).
11. *Landscape Plan* (see Section 7.3 and Section 6.6 of the Unified Development Ordinance), show trees to be removed with a large X.
12. *Lighting Plan.*
13. *Utility Plan* (include all utilities, sewer, water, electric, cable and telephone)
14. Material list and specifications which should include samples, brochures, and/or photographs of all exterior materials, finishes, colors, and fixtures.
15. Signage Plan - must be approved by the Building Official prior to the Design Review submittal for final review.