

City of Beaufort Department of Planning & Development Services
BOUNDARY STREET REDEVELOPMENT DISTRICT
APPLICATION FORM

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

Please TYPE or PRINT legibly

See page #6
of application
for fee schedule

Date of Submittal: _____

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

Date

NOTE: 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

**BOUNDARY STREET REDEVELOPMENT DISTRICT
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.

**BOUNDARY STREET REDEVELOPMENT DISTRICT
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:

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| A. proposed buildings | F. vehicular and pedestrian connections with off site facilities |
| B. vehicular circulation | G. parking requirement information |
| C. pedestrian circulation | H. tree islands and medians |
| D. parking areas | |
| E. delivery area | |
4. Conceptual *elevation drawings* of the building front and sides.

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| <p><i>BOUNDARY STREET REDEVELOPMENT DISTRICT</i> <i>APPLICATION FORM</i> ✓ Final Review Submittal Requirements ✓</p> |
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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:

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| <ol style="list-style-type: none"> 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." | <ol style="list-style-type: none"> 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:

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| <ol style="list-style-type: none"> 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: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 1. windows 2. walls 3. roofs 4. gutters 5. down spouts </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 6. porches 7. railings 8. all other materials as appropriate 9. doors </td> </tr> </table> | <ol style="list-style-type: none"> 1. windows 2. walls 3. roofs 4. gutters 5. down spouts | <ol style="list-style-type: none"> 6. porches 7. railings 8. all other materials as appropriate 9. doors |
| <ol style="list-style-type: none"> 1. windows 2. walls 3. roofs 4. gutters 5. down spouts | <ol style="list-style-type: none"> 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.



PROJECT REVIEW APPLICATION FEE SCHEDULE

For Projects located in the Boundary Street Redevelopment District

Renovations of existing structures (no additions proposed):

- Improvements < \$5,000 \$ 50
- Improvements > \$5,000 but < \$25,000 \$ 75
- Improvements > \$25,000 but < \$50,000 \$ 125
- Improvements > \$50,000 but < \$100,000 \$ 150
- Improvements > \$100,000 but < 50% of the value of the structure \$1,000

Renovations that include building additions:

Any improvement < 50% of the value of the structure that includes a building addition: \$500 base fee + \$0.05/sq. ft. of addition. List total square footage of addition: _____.

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| Calculate Fee: | |
| Base Fee: | \$ 500 _____ |
| Square foot of addition _____ @ 5¢/sq. ft.: | \$ _____ |
| Total | \$ _____ |

New Construction or Substantial Renovation:

Review for new construction or improvements totaling over 50% of the value of the structure: \$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. List total square footage of addition: _____.

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| Calculate Fee: | |
| Base Fee: | \$ 1,000 _____ |
| Square foot of addition <100,000 sq. ft. @ 5¢/sq. ft. | \$ _____ |
| Square foot of addition >100,000 sq. ft. @ 2¢/sq. ft. | \$ _____ |
| Total | \$ _____ |