

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 2104, shall be used as guidance for all projects.

All documents can be found online at 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/civic-master-plan.aspx>

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 via credit card in person or over the phone, or via 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-Application conference – held every Tuesday at 2pm – prior to proceeding past the conceptual submission. A separate application form for the Pre-App, along with submission instructions, can be found here: <http://www.cityofbeaufort.org/planning-forms.aspx>

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