



## DEVELOPMENT REVIEW PROCESS DESIGN REVIEW BOARD APPLICATION

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

- Staff Review  
 Board Review

**Application Fee:**  
*see attached schedule*

**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. 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: \_\_\_\_\_



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**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: [jbachety@cityofbeaufort.org](mailto:jbachety@cityofbeaufort.org) | Phone: (843) 525-7011 | Fax: (843) 986-5606



# 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.