

# **HISTORIC DISTRICT REVIEW BOARD CHECKLIST**

REVISED August 2007

## INDEX

<b>Master Signage</b>	<b>Page 3</b>
<b>Awnings</b>	<b>Page 4</b>
<b>Fences and/or Gates/Driveways</b>	<b>Page 5</b>
<b>Roofing</b>	<b>Page 6</b>
<b>Color Changes</b>	<b>Page 7</b>
<b>Repairs, Alterations or Additions (Conceptual)</b>	<b>Page 8</b>
<b>Repairs, Alterations or Additions (Preliminary)</b>	<b>Page 9</b>
<b>Repairs Alterations or Additions (Final)</b>	<b>Page 10</b>
<b>New Construction to include Accessory Structures (Conceptual)</b>	<b>Page 11</b>
<b>New Construction to include Accessory Structures (Preliminary)</b>	<b>Page 12</b>
<b>New Construction to include Accessory Structures (Final)</b>	<b>Page 13</b>
<b>Landscaping related to New Construction (Final)</b>	<b>Page 14</b>
<b>General Landscaping</b>	<b>Page 15</b>
<b>Demolition or Relocation</b>	<b>Page 16</b>

## **A Checklist of Materials to be Submitted for Approval of Master Signage**

### **Final Review** (*Eight full size copies to scale, of all plans, are required*).

- A drawing of the signs. Be sure to show all dimensions, including lettering size. Specify materials.
- A copy of the site plan, to scale, showing the proposed location of the signs.
- Color photographs showing the building, and the location where the signs are to be placed. Other photographs of the area will be helpful.
- Color chips of all the colors that will be used on the sign.
- A completed application, signed by both the applicant and owner, if different, and the name, address, and phone number of the sign company.

\*Refer to Sign Regulations referencing the *Historic District* in the *City of Beaufort Unified Development Ordinance*, and to *The Beaufort Preservation Manual* (51-55).

**NOTE: Applications will not be considered complete until all of the above items have been submitted. Incomplete applications will not be placed on the agenda.**

## **A Checklist of Materials to be Submitted for Approval of New Awnings**

### **Final Review** (*Eight full size copies to scale, of all plans, are required*).

- A drawing of the awning, to scale, showing all dimensions including the lettering and size.
- Color photographs of the facade where the awning is to be placed.
- A copy of the site plan, to scale, showing the structure and location of the proposed awning.
- Color chips/materials and swatches of all the colors to be used on the awning.
- A completed application, signed by both the applicant and owner, if different, and the name, address, and phone number of the sign company.

Refer to Sign Regulations referencing *the Historic District* in the *City of Beaufort Unified Development Ordinance*, and to *The Beaufort Preservation Manual* (51-55).

**NOTE: Applications will not be considered complete until all of the above items have been submitted. Incomplete applications will not be placed on the agenda.**

## **A Checklist of Materials to be Submitted for Approval of Fences and/or Gates/Driveways & Walkways**

### **Final Review** (*Eight full size copies to scale, of all plans, are required*).

- A copy of the floor plan, and elevation, to scale, showing the fence and/or gate. Be sure to show all dimensions. Specify the hardware.
- Color photographs of the area where the fence, or gate, is to be placed, and the adjacent properties.
- A copy of the site plan, to scale, of the property, indicating the location of the proposed fence, and its relationship to fences on adjoining properties.
- Color chips of all colors to be used on the fence or gate.
- A completed application, signed by both the applicant and owner, if different, and the name, address, and phone number of the contractor/designer.
- The property shall be posted with a sign ten (10) days prior to the meeting date.

Refer to *The City of Beaufort Unified Development Ordinance*, and to *The Beaufort Preservation Manual* (125-134).

**NOTE: Applications will not be considered complete until all of the above items have been submitted. Incomplete applications will not be placed on the agenda.**

## **A Checklist of Materials to be Submitted for Approval of Roofing**

### **Final Review** (*Eight full size copies to scale, of all plans, are required*).

- A drawing of the existing roof plan presented on a dotted line. A drawing of the proposed roof plan presented with a solid line. The plans will show all dimensions, existing roof lines, eaves, fascias, corner returns, and all other details.
- Specify the existing roofing material.
- Color photographs of the existing roof and house.
- Samples of the materials to be used on the roof, including the color, and the original equipment manufacturer specifications.
- A completed application, signed by both the applicant and owner, if different, and the name, address, and phone number of the contractor/designer.
- The property shall be posted with a sign ten (10) days prior to the meeting date.

*\*Refer to The City of Beaufort Unified Development Ordinance, and to The Beaufort Preservation Manual (101-112).*

**NOTE: Applications will not be considered complete until all of the above items have been submitted. Incomplete applications will not be placed on the agenda.**

## **A Checklist of Materials to be Submitted for Approval of Color Changes**

**Final Review** (Eight full size copies to scale, of all plans, are required).

- A sample of color chips to be used specifying trim, and other details, with the manufacturer's name, color number, etc.
- Color photographs of the structure affected by the color change.
- Color photographs of adjoining properties.
- A test patch may be required.
- Specify methods for preparation of painted surfaces.
- A completed application, signed by both the applicant and owner, if different, and the name, address, and phone number of the contractor/designer.
- The property shall be posted with a sign ten (10) days prior to the meeting date.

*\*Refer to The City of Beaufort Unified Development Ordinance, and to The Beaufort Preservation Manual (113-118).*

**NOTE: Applications will not be considered complete until all of the above items have been submitted. Incomplete applications will not be placed on the agenda.**

## **A Checklist of Materials to be Submitted for Approval of Repairs, Alterations or Additions**

### **Conceptual Review** (Eight copies of all plans are required).

- A copy of a drawing that displays massing, and scale, including any demolition of existing structures.
- A copy of the site plan, to scale, indicating the location of the existing structure on the lot.
- A copy of the plat, to scale, indicating the addition or alteration.
- Color photographs of the structure.
- Color photographs of adjacent structures.
- A completed application, signed by both the applicant and owner, if different, and the name, address, and phone number of the contractor/designer.
- The property shall be posted with a sign ten (10) days prior to the meeting date.

*\*Refer to The City of Beaufort Unified Development Ordinance, and to The Beaufort Preservation Manual Supplement (17-18).*

**NOTE: Applications will not be considered complete until all of the above items have been submitted. Incomplete applications will not be placed on the agenda.**

## **A Checklist of Materials to be Submitted for Approval of Repairs, Alterations or Additions**

**Preliminary Review** Eight full size copies to scale, of all plans, are required.

- A copy of the plat, to scale, indicating the additions or alterations.
- A copy of the site plan, to scale, indicating the location of the existing structures on the lot.
- A copy of the floor plan drawings for all building additions. This will include the square footage.
- A copy of all four elevations, to scale. Be sure to show all dimensions, including the ridge vent height.
- Color photographs of the structure.
- Color photographs of adjacent structures.
- A completed application, signed by both the applicant and owner, if different, and the name, address, and phone number of the contractor/designer.
- The property shall be posted with a sign ten (10) days prior to the meeting date if this is the first review.

**NOTE: If any demolition is required, a separate application must be submitted (refer to the Checklist for Demolition on page 16).**

*\*Refer to The City of Beaufort Unified Development Ordinance, and to The Beaufort Preservation Manual Supplement (17-18).*

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## **A Checklist of Materials to be Submitted for Approval of Repairs, Alterations or Additions**

### **Final Review** (*Eight full size copies to scale, of all plans,, are required*).

- A copy of the plat, to scale, indicating additions or alterations.
- A copy of the site plan.
- A copy of all four elevations, to scale. Be sure to show all the dimensions and details, including the ridge height.
- A copy of the floor plan for additions, including the square footage.
- Color photographs of the structure.
- Color photographs of adjacent structures.
- Color chips of any colors to be used. Specify where the color is to be used, the manufacturer's name, and the color number.
- Samples of any roofing materials, and a list of materials that will be used, including the original equipment manufacturer's specifications.
- A completed application, signed by both the applicant and owner, if different, and the name, address, and phone number of the contractor/designer.
- A mass model may be required.
- The property shall be posted 10 days prior to the meeting date if this is the first review.

*\*Refer to The City of Beaufort Unified Development Ordinance, and to The Beaufort Preservation Manual Supplement (17-18).*

**NOTE: Applications will not be considered complete until all of the above items have been submitted. Incomplete applications will not be placed on the agenda.**

## **A Checklist of Materials to be Submitted for New Construction, to include Accessory Structures**

### **Conceptual Review** (Eight copies of all plans are required).

- A copy of the drawing that displays mass and scale.
- A copy of the site plan, or plat, to scale, indicating the proposed new construction in relation to property boundaries and existing on-site structures.
- A copy of the tax map showing the location of the site and parcel number.
- Color photographs of the proposed site and adjacent structures.
- An elevation drawing showing height and width relationships to existing adjacent buildings.
- A completed application, signed by both the applicant and owner, if different, and the name, address, and phone number of the contractor/designer.
- Strongly encouraged to submit a physical scaled model.
- Corner stakes shall be installed to determine accurate building footprint.
- A Pre-application conference shall be required for all commercial new construction.
- The property shall be posted with a sign ten (10) days prior to the meeting date.

\*Refer to *The City of Beaufort Unified Development Ordinance*, and to *The Beaufort Preservation Manual* (41-51).

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## **A Checklist of Materials to be Submitted for New Construction, to include Accessory Structures**

**Preliminary Review** (Eight full size copies to scale, of all plans, are required).

- A copy of the plat, to scale, indicating additions or alterations.
- A copy of the site plan.
- A copy of all four elevations, to scale. Be sure to show all the dimensions and details, including the ridge height.
- A copy of the floor plan for additions, including the square footage.
- Color photographs of the structure.
- Color photographs of adjacent structures.
- Color chips of any colors to be used. Specify where the color is to be used, the manufacturer's name, and the color number.
- Provide samples of any roofing materials, and a list of materials that will be used, including the original equipment manufacturer's specifications.
- A completed application, signed by both the applicant and owner, if different, and the name, address, and phone number of the contractor/designer.
- A physical model, to scale, shall be submitted.
- A Certified Arborists' report may be required.
- A height story pole(s) shall be erected for all accessory structures.
- The property shall be posted with a sign ten (10) days prior to the meeting date if this is the first review.

\* Refer to *the City of Beaufort Unified Development Ordinance*, and to *the Beaufort Preservation Manual* (41-51).

**NOTE: Applications will not be considered complete until all of the above items have been submitted. Incomplete applications will not be placed on the agenda.**

**A Checklist of Materials to be Submitted for New Construction, to include Accessory Structures**

**Final Review** (Eight full size copies to scale, of all plans, are required).

- A copy of the site plan, or plat, to scale, indicating the location of the proposed new construction in relation to property boundaries and existing on-site structures.
- A copy of all four elevations, to scale. Be sure to show all dimensions and all details. Include all mechanical systems, ground or roof mounted, and the screening method.
- A copy of all floor plans, to scale.
- A copy of the landscaping plans. Specify the trees to be removed, landscape materials to be used, and the lighting schedule.
- Color photographs of the area where new construction is to be built, including all adjacent structures.
- Color chips of any colors to be used. Specify where each color will be used, and the manufacturer's name and the color number.
- Samples of any roofing materials and materials to be used, including the original equipment manufacturer's specifications.
- Samples of windows, doors, awnings, siding, and lighting. Additionally, the manufacturer's catalogs, original equipment manufacturer's specification, and technical data sheets.
- A copy of the elevation showing height and width relationships to existing adjacent buildings.
- A final material's list is required, to include all materials.
- An Archeological Impact Assessment may be required for non-residential, multifamily developments, and major subdivisions per Section 3.12 of the *Unified Development Ordinance*.
- A completed application, signed by both the applicant and owner, if different, and the name, address, and phone number of the contractor/designer.
- A Certified Arborist's report may be required. Tree protection requirements are set out in Section 7.3.D.3 of the *United Development Ordinance*.
- A physical model, to scale, shall be required.
- The property shall be posted 10 days prior to the meeting date if this is the first review.

\* Refer to *The City of Beaufort Unified Development Ordinance*, and to *The Beaufort Preservation Manual* (41-51).

**NOTE: Applications will not be considered complete until all of the above items have been submitted. Incomplete applications will not be placed on the agenda.**

**A Checklist of Materials to be Submitted for Landscaping Related to New**

## **Construction**

### **Final Review (Eight full size copies, to scale, of all plans, are required).**

- A copy of the site plan, or plat, to scale, is required, indicating the landscaping, and the types of plants to be used. Specify materials and colors of all plants.
- A detailed Certified Arborist's report is required of existing conditions and methods of treatment and protection of significant trees prior to, during, and after changes.
- Color photographs of the area to be landscaped and adjacent properties.
- A completed application, signed by both the applicant and owner, if different, and the name, address, and phone number of the contractor/designer.
- The property shall be posted with a sign 10 days prior to the meeting date.

Refer to *The City of Beaufort Unified Development Ordinance*, and to *The Beaufort Preservation Manual* (125-134).

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## **A Checklist of Materials to be Submitted for General Landscaping**

### **Final Review** (*Eight full size copies to scale, of all plans, are required*).

- A copy of the site plan, or plat, to scale, indicating the landscaping and the types of plants to be used. Specify materials and colors of all plants.
- A detailed Certified Arborists' report of existing conditions, methods of treatment, and protection of significant trees prior to, during, and after, changes.
- An elevation drawing showing all plantings at maturity.
- Color photographs of the area to be landscaped and adjacent properties.
- A completed application, signed by both the applicant and owner, if different, and the name, address, and phone number of the contractor/designer.
- The property shall be posted with a sign 10 days prior to the meeting date.

Refer to *The City of Beaufort Unified Development Ordinance*, and to *The Beaufort Preservation Manual* (125-134).

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## **A Checklist of Materials to be Submitted for Demolition or Relocation**

**Final Review** (*Eight full size copies to scale, of all plans, are required*).

**Note: A public hearing must be held for demolition or relocation.**

- Color photographs of all sides of the structure.
- Color photographs of adjoining properties.
- A written report, by an engineer, regarding the structural condition of the building.
- A written statement describing the history of the architectural significance of the structure to be demolished, the structural or physical condition of the structure, and the proposed use of the site after demolition or relocation. You may refer to *The Beaufort County Above Ground Resources Survey of 1997*, or consult the Historic Beaufort Foundation for verification.
- A landscaping plan/or conceptual redevelopment plan, shall be required.
- A completed application must be signed by both the application and the owner (if different).
- The property shall be posted with a sign 10 days prior to the meeting date.

Refer to *The City of Beaufort Unified Development Ordinance*, and to *The Beaufort Preservation Manual Supplement* (49).

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