DEVELOPMENT DESIGN REVIEW
Site Plan, Minor – Application Form
Community Development Department
1911 Boundary Street, Beaufort, South Carolina 29902
p. (843) 525-7049 / f. (843) 986-5606
Email: development@cityofbeaufort.org / Website: www.cityofbeaufort.org

Application Fee:
see attached schedule

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**

Type of Development: (Check all that apply)

☐ **All buildings**, except single-family residential structures, in developments that contain 5 or fewer residential units.

☐ **Demolition of structures** of any size where no new building is proposed.

☐ **Improvements to existing non-residential or multi-family structures** that do not exceed 75% of the fair market value of the existing improvements.

NOTE: The Administrator may submit any application subject to staff approval to the Planning Commission for approval.

Exceptions:

1. Detached single-family homes on individual lots outside of the Historic District are not subject to Development Design Review.
2. Projects in the Beaufort Historic District are not subject to Development Design Review and shall instead be evaluated by the HRB for compliance with the Historic District Guidelines.
3. Projects in the LI Zone are not subject to Development Design Review.

Applicant Information:

Applicant Name: _____

Applicant Address: _____

Applicant E-mail: _____ Applicant Phone No.: _____

Applicant Title: ☐ Homeowner ☐ Tenant ☐ Architect ☐ Engineer ☐ Developer ☐ Contractor

Owner (If other than the Applicant): _____

Owner Address: _____

Owner E-mail: _____ Owner Phone No.: _____

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Project Information:

Project Name: _____

Property Address: _____

Property Identification Number(s): _____

Property Size in Acres: _____ Proposed Building Use: _____

Building Square Footage (if multiple buildings, please list each one and their square footage by floor): _____

_____

Parking Spaces Required: _____ Parking Spaces Provided: _____

Brief Project Narrative: (Attach any necessary documentation, spec sheets, pictures, paint swatches, etc.)

_____

_____

_____

_____

_____

_____

Certification of Correctness: I/we certify that the information in this application is correct.

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

(The owner's signature is only required if the applicant is not the owner.)

DEVELOPMENT DESIGN REVIEW
FEE SCHEDULE

PLANNING COMMISSION REVIEW FEES:

- Single-Family Residential Projects……………………………………………………………..$100.00

- Multifamily and Commercial Projects…………………………………………………………$250.00

- Special Board Meeting…………………………………………………………………….....$500.00

    o **Post facto applications shall be triple the normal fee.**

STAFF REVIEW FEES:

- **Single-family and 2/3-unit buildings _not in the historic district_ are exempt.**

- **Type 1:** Renovations/Improvements (not including additions) ≤ 50% of the value of the structures.

    o | **Value** | **Fee** |
    | --- | --- |
    | Improvements ≤ $5,000 | $100 |
    | Improvements > $5,000 but ≤ $25,000 | $150 + 0.25% x value above $5,000 |
    | Improvements > $25,000 | $125 + 0.20% x value above $25,000 |

- **Type 2:** 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.

    o Single-family and 2-3 unit residential projects in the historic district.
        - ≤ 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 building for the first 100,000 square feet of building. Additional square footage over 100,000: $0.02/square foot