



DEVELOPMENT DESIGN REVIEW
SITE PLANS (COMMERCIAL AND MULTI-FAMILY)
MAJOR CHANGE OF USE, MAJOR RENOVATION

Community Development Department
1911 Boundary Street, Beaufort, South Carolina, 29902
p. (843) 525-7011 / f. (843) 986-5606
Email: development@cityofbeaufort.org / Website: www.cityofbeaufort.org

Application Fee:
see attached schedule

OFFICE USE ONLY: Date Filed: Application #:
Zoning District:

- HAS PROJECT ATTENDED TRC MEETING? (REQUIRED) YES NO

TYPE OF APPLICATION (Check all that apply):

- Site Plan Commercial Multi-family
Major Change of Use
Vehicle Related Use
Improvements to existing non-residential or multi-family structures that do not exceed 50% of the assessed value of the existing improvement

SUBMITTAL REQUIREMENTS: Please provide Site Plan which includes: survey, utility plans, tree survey, landscape plan, building elevations and materials, lighting plan and details, parking plan, and stormwater plan.

All forms and information shall be submitted one digitally + 3 hardcopies for Staff Review and 5 hardcopies for Board Review of all documents. In addition to a complete application form, applicants shall submit the required items according to the checklists on the subsequent page.

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:

PROPERTY ADDRESS:

PROPERTY IDENTIFICATION NUMBER (TAX MAP & PARCEL NUMBER):



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

**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:**  YES  NO **PROPERTY VALUATION:** \_\_\_\_\_

**ARE THERE EXISTING BUILDINGS ON THE SITE?**  YES  NO **IF YES, WILL THEY REMAIN?**  YES  NO

**DEVELOPED UNDER:** \_\_\_\_\_ **DISTRICT/ZONE (FOR COMMERCIAL ONLY)** \_\_\_\_\_

**PROVIDE A 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 required if the applicant is not the owner.)

**SCHEDULE:**

The Planning Commission (PC) typically meets the 3rd Monday of each month at 5:00 pm. Staff will schedule PC meeting after TRC and review of application submittal for completeness and compliance with the City of Beaufort Development Code, Comprehensive Plan and Civic Master Plan.

**CONTACT INFORMATION:**

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# CITY OF BEAUFORT DEVELOPMENT DESIGN REVIEW Application Requirements

**\*DIGITAL SUBMITTAL OF ALL DOCUMENTS ONLY\***

The *Beaufort Code* applies to all projects.

The *Civic Master Plan*, Adopted February 2014, shall be used as guidance for all projects.

The *Comprehensive Plan*, Adopted December 2021, shall be used as guidance for all projects.

All documents can be found online at [www.cityofbeaufort.org](http://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/345/Forms>
- The Comprehensive Plan can be found here:  
<https://www.cityofbeaufort.org/491/Comprehensive-Plan>

## 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 online or in person with a credit card or with a 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 Planning Commission Review should attend the TRC/Pre-Design conference held every Wednesday at 10 am prior to proceeding past the conceptual submission. A separate application form for the TRC/Pre-Design along with submission instructions, can be found here:  
<http://www.cityofbeaufort.org/345/Forms>.

# City of Beaufort Development Design Review Checklist

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## Submission Requirements for Planning Commission Review Board or Staff Level Planning Commission Review New Construction / Additions where Planning Commission 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.
- **Survey:** Tree and topographical survey overlaid on conceptual design plans, including which trees will remain or be removed.

### 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
- **Landscaping Plan:** Landscaping plan to include all proposed vegetation, screening, retention ponds, etc., as well as street sections where applicable.
- **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 Development Design Review Checklist

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## Submission Requirements New Construction / Additions where Planning Commission 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.

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## Submission Requirements New Construction / Additions where Planning Commission 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



# DEVELOPMENT DESIGN REVIEW FEE SCHEDULE

Created 05/14/2024

## COMMISSION REVIEW FEES:

Single-family residential projects (board review)	\$100.00
Multifamily and commercial projects (board review)	\$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	\$100
Improvements $>$ \$5,000 but $\leq$ \$25,000	$\$150 + 0.25\% \times$ value above \$5,000
Improvements $>$ \$25,000	$\$125 + 0.20\% \times$ 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:

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.