



## DEVELOPMENT REVIEW PROCESS TRC/PRE-DESIGN CONFERENCE FORM

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

*Application Fee: \$0*

**OFFICE USE ONLY:** Date Filed: \_\_\_\_\_ Application #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Historic District?** Y N      **Contributing?** Y N      **Archeological Survey?** Y N

**TRC/Pre-Design meetings are informational in nature and are intended to provide applicants guidance through the Beaufort Development Code process. Comments made by Staff are advisory are non-binding and shall not be interpreted as official or formal decisions on the project. Formal comments shall be provided with the Application process.**

**Schedule:** TRC/Pre-Design Conferences are held every Tuesday at 10:00 a.m. at City Hall (1911 Boundary Street), in the first-floor conference room. **The deadline for applications is Tuesday, one week prior to the meeting.**

**Applicable Projects:** A TRC/Pre-Design Conference is **required** for all new construction (except detached single-family residences), major subdivisions, and zoning or Code text amendments. It is **recommended** for change of occupancy, (ex. an office use changing to a restaurant use), and any use involving food service.

**Submittal Requirements:** All forms and information may be submitted digitally. In addition to a complete application form, applicants are encouraged to submit all possible additional information about a project to convey the complete concept. This may include maps, site plans (to scale or dimensioned) floor plans, elevations, etc.

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    Contractor

Owner (if other than the Applicant): \_\_\_\_\_

Owner Address: \_\_\_\_\_

**Project Name:** \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Identification Number (Tax Map & Parcel Number): \_\_\_\_\_

Meeting Date Requested: \_\_\_\_\_



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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Required Project Information**

Project Name: \_\_\_\_\_

Existing use of Site or Structure: \_\_\_\_\_

Proposed use of Site or Structure: \_\_\_\_\_

Square footage of any proposed construction: \_\_\_\_\_

Provide a brief Project Narrative and outline any specific questions you would like addressed.

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**CONTACT INFORMATION** – Application form & supplementary information may be submitted via email:

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