

# CONCEPTUAL SUBMITTAL CHECKLIST

## Sullivan's Island Design Review Board

2050-B Middle St. • PO Box 427 • Sullivan's Island, SC • 29482 • (843) 883-3198

Project Address: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

Requested Approval:



Conceptual



Preliminary



Final

### Conceptual Review:

As soon as the Owner and/or Design Professional are able to identify design objectives, Conceptual plans should be submitted to the Design Review Board for review and comment. Please submit all items as requested. **Incomplete submittals will be returned to the applicant and the project will not be part of the meeting Agenda.**

The following items shall be included in the Conceptual Submittal:

- Application fee (*checks payable to Sullivan's Island Design Review Board*)
- Completed Application to Sullivan's Island Review Board form (**FORM A**)
- Completed Sullivan's Island DRB Request for Review form (**FORM B**)
- Completed Zoning Standards Compliance Worksheet (**FORM C**)
- Eleven (11) sets of Drawings, 11" x 17" size. Drawings to include:
  - A current As-Built Survey, Certified by a S.C. Registered Land Surveyor[ 1/16"= 1'-0" OR 1"= 20'-0" Required for all new construction and for work which expands or is outside of an existing building footprint; illustrating the following:
    - All applicable Flood Zone information
    - Setbacks, Property Lines and Easements
    - Spot elevations required to comply with Section 21-24
    - OCRM Critical Lines, if applicable
    - Trees
    - Existing Structures, if applicable
  - Site Plan [ 1/16" = 1'-0" OR 1" = 20'-0" scale ], illustrating the following:
    - Existing Structures, if applicable
    - Proposed new structures
    - All applicable survey information
  - Floor Plans [ 1/8" = 1'-0" scale ], with the following requirements:
    - Exterior Dimensions
    - Graphically depict the outlines of heated space, covered porches and open decks.
    - In the case of Renovations and/or Additions, the outlines of existing and new construction must also be shown.
  - Exterior Elevations [ 1/8" = 1'-0" scale ], with the following requirements:
    - All exterior materials such as wood, stucco, roofing and / or masonry shall be graphically represented for intent.
    - Elevations must be rendered with shadows depicting roof and / or deck overhangs, changes in wall plane, or massing. Devoid of any graphically
    - Roof ridge heights and Finished Floor Elevation (FFE) and their relationship to FEMA Base Flood Elevation (BFE)
  - Optional:
    - 3-D perspective sketches and / or models are encouraged.
    - Any relevant photographs or documentation that might be descriptive.

Sullivan's Island Design Review Board

last modified January 2016

# PRELIMINARY SUBMITTAL CHECKLIST

## Sullivan's Island Design Review Board

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Project Address: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

Requested Approval:	<input type="checkbox"/> Conceptual	<input checked="" type="checkbox"/> Preliminary	<input type="checkbox"/> Final
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**Preliminary Review:** Preliminary Reviews are required only at the request of the DRB after completion of a Conceptual Review. In addition to the formal requirements below, you may be asked to submit specific information or documentation by the DRB. Please submit all items as requested. **Incomplete submittals will be returned to the applicant and the project will not be part of the meeting**

### The following items shall be included in the Preliminary Submittal:

- Application fee (*checks payable to Sullivan's Island Design Review Board*)
- Completed Application to Sullivan's Island Review Board form (**FORM A**)
- Completed Sullivan's Island DRB Request for Review form (**FORM B**)
- Completed Zoning Standards Compliance Worksheet (**FORM C**)
- Eleven (11) sets of Drawings, 11" x 17" size. Drawings to include:
  - A current As-Built Survey, Certified by a S.C. Registered Land Surveyor[ 1/16"= 1'-0" OR 1"= 20'-0" Required for all new construction and for work which expands or is outside of an existing building footprint , illustrating the following:
    - All applicable Flood Zone information
    - Setbacks, Property Lines, and Easements
    - Spot elevations required to comply with Section 21-24
    - OCRM Critical Lines, if applicable
    - Trees
    - Existing Structures, if applicable
  - Site Plan [ 1/16" = 1'-0" OR 1" = 20'-0" scale ], illustrating the following:
    - Existing Structures, if applicable
    - Proposed new structures (with roof plan dashed above)
    - All applicable survey information
  - Floor Plans [ 1/8" = 1'-0" scale ], with the following requirements:
    - Exterior dimensions for walls and porches
    - Graphically depict the outlines of heated space, covered porches and open decks.
    - In the case of Renovations and/or Additions, the outlines of existing and new construction must also be shown.
  - Exterior Elevations [ 1/8" = 1'-0" scale ], with the following requirements:
    - All exterior materials such as wood, stucco, roofing and / or masonry shall be graphically represented for intent.
    - Elevations must be rendered with shadows depicting roof and / or deck overhangs, changes in wall plane, or massing. Devoid of any graphically
    - Roof ridge heights and Finished Floor Elevation (FFE) and their relationship to FEMA Base Flood Elevation (BFE)
    - Additional Front Yard Setback shall be shown on both side elevations for clarity.
  - Any additional information or clarifications as may have been requested by the DRB at Conceptual Review  
*[including but not limited to Photographs of Adjacent Properties, Scale Models, Google Earth Images, and Perspective Sketches]*

# FINAL SUBMITTAL CHECKLIST

## Sullivan's Island Design Review Board

2050-B Middle St. • PO Box 427 • Sullivan's Island, SC • 29482 • (843) 883-3198

Project Address: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

Requested Approval:

Conceptual

Preliminary

Final

### Final Review:

All Applicants are strongly encouraged to submit for Conceptual Review prior to submitting for Final Review. Only the simplest of requests is likely to pass final review without having first received Conceptual Approval. Please submit all items as requested. **Incomplete submittals will be returned to the applicant and the project will not be part of the meeting Agenda.**

The following items shall be included in the Final Submittal:

- Application fee (*checks payable to Sullivan's Island Design Review Board*)
- Completed Application to Sullivan's Island Review Board form (**FORM A**)
- Completed Sullivan's Island DRB Request for Review form (**FORM B**)
- Completed Zoning Standards Compliance Worksheet (**FORM C**)
- Eleven (11) sets of Drawings, 11" x 17" size. Drawings to include:
  - A current As-Built Survey, Certified by a S.C. Registered Land Surveyor[ 1/16"= 1'-0" OR 1"= 20'-0" Required for all new construction and for work which expands or is outside of an existing building footprint, illustrating the following:
    - All applicable Flood Zone information
    - Setbacks, Property Lines, and Easements
    - Spot elevations required to comply with Section 21-24
    - OCRM Critical Lines, if applicable
    - Trees
    - Location of HVAC/ Equipment stands and electrical meter
    - Driveways, guest parking, garage back-up areas
  - Site Plan [ 1/16" = 1'-0" OR 1" = 20'-0" scale ], illustrating the following:
    - Existing Structures, if applicable
    - Proposed new structures
    - All applicable survey information
  - Floor Plans [ 1/8" = 1'-0" scale ], with the following requirements:
    - Exterior dimensions for exterior walls and porches
    - Graphically depict the outlines of heated space, covered porches and open decks.
    - In the case of Renovations and/or Additions, the outlines of existing and new construction must also be shown.
  - Exterior Elevations [ 1/8" = 1'-0" scale ], with the following requirements:
    - All exterior materials such as wood, stucco, roofing and / or masonry shall be graphically represented for intent.
    - Elevations must be rendered with shadows depicting roof and / or deck overhangs, changes in wall plane, or massing. Devoid of any graphically
    - Roof ridge heights and Finished Floor Elevation (FFE) and their relationship to FEMA Base Flood Elevation (BFE)
    - Additional front yard setback shown on both side elevations for clarity.
  - Optional:
    - 3-D perspective sketches and / or models are encouraged.
    - Any relevant photographs or documentation that might be descriptive.

# APPLICATION TO SULLIVAN'S ISLAND DESIGN REVIEW BOARD

2050-B Middle St. • PO Box 427 • Sullivan's Island, SC • 29482 • (843) 883-3198

## (FORM A)

Project Address: _____	
Submittal Date: _____	
Meeting Date: _____	Parcel I.D. (TMS#): _____

Requested Approval (check **ONE**)     Conceptual     Preliminary     Final

**Check one:**

<input type="checkbox"/> Submittal is <b>outside</b> the Historic District, not classified historic, and requests DRB relief.	<input type="checkbox"/> Submittal is <b>within</b> the Historic District and is: _____ designated as Historic Resource _____ not designated as Historic Resource  Historic Survey #: _____	<input type="checkbox"/> Submittal is <b>outside</b> the Historic District and _____ designated as Historic Resource  Historic Survey #: _____
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**Nature of Work:** (circle *all that apply*)

Accessory Structure   
  Demolition / Relocation   
  Addition / Alteration   
  New Construction

Owner's Name _____	Architect / Designer: _____
Address: _____	Contact #: _____
_____	email: _____
email: _____	<b>Contractor:</b> _____
Contact #: _____	Contact #: _____
	email: _____

**Enter a Brief Description of the Project and Scope of Work to be Performed:**

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I (We) submit that the above information is true to the best of My (Our) knowledge.  _____ Print Applicant's Name	<b>If Owner is not Applicant:</b> I (We) hereby appoint the person named as Applicant as My (Our) agent to represent Me (Us) in this application.  _____ Owner's Signature	_____ Fee Received by  _____ check #
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# REQUEST FOR REVIEW FORM (FORM B)

## Sullivan's Island Design Review Board

2050-B Middle St. • PO Box 427 • Sullivan's Island, SC • 29482 • (843) 883-3198

Project Address \_\_\_\_\_

Submittal Date \_\_\_\_\_

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

### BREAKDOWN OF LOT COVERAGES

#### Lot Information:

Total Lot Size in Square Feet: \_\_\_\_\_ sf  
Lot Width: \_\_\_\_\_  
Lot Depth: \_\_\_\_\_  
Flood Zone / Base Flood Elevation: \_\_\_\_\_

#### Sec. 21-25 Principal Building Coverage Area

Principal Building Footprint: \_\_\_\_\_ sf  
Accessory Building Footprint: \_\_\_\_\_ sf  
\_\_\_\_\_  
**Total Principal Bldg. Coverage Area:** \_\_\_\_\_ sf  
(Principal Building plus Accessory Structure)

#### Sec. 21-26 Impervious Coverage

Principal Building Coverage Area \_\_\_\_\_ sf  
Covered Porches: \_\_\_\_\_ sf  
Open Decks / Steps: \_\_\_\_\_ sf  
Pool / Patio: \_\_\_\_\_ sf  
Drives / Walks: \_\_\_\_\_ sf  
Other Impervious Coverage \_\_\_\_\_ sf  
**Total Impervious Coverage** \_\_\_\_\_ sf

#### Sec. 21-27 Principal Building Square Footage

First Floor \_\_\_\_\_ sf  
Second Floor \_\_\_\_\_ sf  
Third Floor \_\_\_\_\_ sf  
Accessory Building \_\_\_\_\_ sf  
\_\_\_\_\_  
**Total Principal Building Square Footage:** \_\_\_\_\_ sf  
(Principal Building plus Accessory Structure)

### EXTERIOR MATERIALS

(REQUIRED FOR PRELIMINARY AND FINAL SUBMITTALS ONLY)

*\* REQUIRED FOR ALL PROJECTS WITHIN HISTORIC DISTRICT AND / OR THOSE HOMES DESIGNATED HISTORIC OUTSIDE OF THE HISTORIC DISTRICT*

Foundation: \_\_\_\_\_

Roof: \_\_\_\_\_

Walls: \_\_\_\_\_

Windows: \_\_\_\_\_

Trim: \_\_\_\_\_

Doors: \_\_\_\_\_

### Sec. 21-111 Standards of Neighborhood Compatibility

**NOTE:** Particular attention will be paid to the Standards of Neighborhood Compatibility. Please include a narrative addressing these standards and be prepared to address in depth at presentation. The narrative and presentation should reference the attached outline of the Standards for Neighborhood Compatibility.

(check all that apply)

Narrative attached

Will discuss at presentation

Not Applicable (no relief req.)

# ZONING STANDARDS COMPLIANCE WORKSHEET (FORM C)

## Sullivan's Island Design Review Board

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Project Address: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

		Zoning Ordinance Reference Section	Zoning Standard	✓ if meets standard	DRB's Max. Authority for Relief	Applicant's Request for Relief in Ft./ Sq. Ft.	Percent (%) Relief Requested	Total Allowed + Requested Relief (SF)
<b>SETBACKS</b>	<b>A</b>	21-22 Front Setback	25 feet		15% (3.75')			
	<b>B</b>	21-22 Additional Front Yard Setback	45° above 20'		15%			
	<b>C</b>	21-22 Side Setback	Per lot; Enter Result: _____min.; _____comb.		25%			
	<b>D</b>	21-22 Side Setback 2nd Floor Setback	2 feet		100%			
	<b>E</b>	21-22 Rear Setback	25 feet		None			
<b>LOT COVERAGE</b>	<b>F</b>	21-25 Principal Building Coverage	as per formula: Enter Result _____sf		20% _____sf			
	<b>G</b>	21-26 Impervious Coverage	as per formula: Enter Result <u>30%</u> sf maximum	✓	N/A	N/A	N/A	N/A
	<b>H</b>	21-27 Principal Building Square Footage	as per formula: Enter Result _____sf		25% _____sf			
	<b>I</b>	21-28 Third Story	as per formula: Enter Result _____sf		15% _____sf			
<b>DESIGN STANDARDS</b>	<b>J</b>	21-29 Principal Building Front Façade	as per formula: Enter Result _____sf		100%			
	<b>K</b>	21-29 Principal Building Side Façade	as per formula: Enter Result _____sf		100%			
	<b>L</b>	21-30 Building Orientation	Towards ocean, excluding marsh and ocean lots		Adjust for Neighborhood Compatibility			
	<b>M</b>	21-30 Bldg. Foundation Height	3 feet above Base Flood Elev. To Finished First Floor		1 foot			
	<b>N</b>	21-32 Foundation Enclosure	Check Ordinance		Adjust for Neighborhood Compatibility			
	<b>O</b>	21-34 Site Lighting	Check Ordinance		Adjust for Neighborhood Compatibility			

# SEC. 21-43 B. REQUEST FOR HISTORIC EXEMPTIONS (FORM C.1)

## Sullivan's Island Design Review Board

2050-B Middle St. • PO Box 427 • Sullivan's Island, SC • 29482 • (843) 883-3198

Project Address: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

		1	2	3	4	5	
		Zoning Ordinance Reference Section	Total Area of Existing Structures (sf)	DRB Authority for Exemption	Applicant's Request for Relief in Ft./Sq. Ft.	Percent (%) Relief Requested	NOTES
<b>HISTORIC EXEMPTIONS</b>	<b>A</b>	21-43 Existing Principal Building Square Footage		<b>50%</b> Enter Result: _____sf			
	<b>B</b>	21-43 Existing Principle Building Coverage Area		<b>50%</b> Enter Result: _____sf			
	<b>C</b>	21-43 Existing Impervious Coverage Area		<b>50%</b> Enter Result: _____sf			

## **SEC. 21-43 B. REQUEST FOR HISTORIC EXEMPTIONS (FORM C.1)**

### **Narrative for Scope of Work**

(Please include a detailed preservation plan for all historic restoration projects. Plans should correspond with the narrative for scope of work.)

### **Sullivan's Island Design Review Board**

2050-B Middle St. • PO Box 427 • Sullivan's Island, SC •  
29482 • (843) 883-3198

**REQUEST FOR CHANGE TO APPROVED DESIGN**  
**Sullivan's Island Design Review Board**

2050-B Middle St. • PO Box 427 • Sullivan's Island, SC • 29482 • (843) 883-3198

**(FORM D)**

Project Address: _____
Submittal Date: _____
Meeting Date: _____

Historic Resource: (check ONE) <input type="checkbox"/> Yes <input type="checkbox"/> No	Within Historic District: (check ONE) <input type="checkbox"/> Yes <input type="checkbox"/> No
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**PROPOSED CHANGE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REASON FOR CHANGE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Nature of Work:** (circle *all* that apply)

Accessory Structure	Demolition / Relocation	Addition / Alteration	New Construction
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<b>Owner's Name</b> Contact #: _____ email: _____	<b>Architect / Designer:</b> Contact #: _____ email: _____ <b>Contractor:</b> _____ Contact _____ #: _____ email: _____
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**Enter a Brief Description of the Project and Scope of Work to be Performed:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOWN ACTION:**

**Approved at staff level**

**Deferred to Design Review Board for Final Decision**  
All documentation as required for standard DRB application  
**must** be submitted to the Town prior to DRB deadline.

Building Official Signature	DRB Representative Signature
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## Section 21-97. C Secretary of the Interior's Standards for Rehabilitating Historic Buildings

For any proposed exterior changes or modification to an historic property, project must demonstrate consistency with the Secretary of the Interior's pamphlet entitled, Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings:

- (a) Using a property as it was used historically or giving a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships;
- (b) Retaining and preserving the historic character of a property; avoidance of the removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property;
- (c) Avoiding changes that create a false sense of historical development, such as adding conjectural features or elements from other buildings;
- (d) Retaining and preserving changes to a property that have acquired historic significance in their own right;
- (e) Preserving distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property;
- (f) Repairing rather than replacing deteriorated historic features; or where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials;
- (g) Utilizing the gentlest means of chemical or physical treatments;
- (h) Protecting and preserving the archeological resources in place, and if disturbing, mitigation measures will be undertaken;
- (i) Not destroying historic materials, features, and spatial relationships that characterize the property; differentiating the new work from the old and making it compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment; and,
- (j) Undertaking new construction in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## Sec. 21-111. Standards of Neighborhood Compatibility

Where this Ordinance grants the Design Review Board discretion to modify a Zoning Standard or a Design Standard, the Board shall determine whether or not the proposed modification is compatible with the neighborhood. In making this determination the Board shall consider, with reference to adjoining lots, lots facing across the street, and lots in the immediate vicinity:

- (a) The pattern of setback, foundation elevations and building heights;
- (b) The massing and orientation of structures;
- (c) Fenestration (windows) and doorway spacing and alignment patterns;
- (d) The placement and use of porches, decks and patios;
- (e) The placement and alignment of driveways;
- (f) The treatment of front and side facades;
- (g) Where appropriate, the types of roofs, the roof pitches, and other aspects of roof design;
- (h) Where appropriate, distinctive architectural styles that characterize a street or neighborhood; and
- (i) Such other factors as the Board may consider relevant to defining the character of the neighborhood.