

# SUBMITTAL CHECKLIST

## SULLIVAN'S ISLAND DESIGN REVIEW BOARD

2056 Middle St. • P O Box 427 • Sullivan's Island, SC • 29482 • (843) 883-3198

Project Address: \_\_\_\_\_  
Submittal Date: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_

Requested Approval:       Conceptual       Preliminary       Final

**Review Process:** A pre-application meeting is recommended with Planning staff as soon as the owner and/or design professional identify design objectives. Following the pre-application meeting, **Conceptual plans** should be submitted to the Design Review Board for review and comment. **Preliminary** or even **Final** plan review is generally required but may be waived at the discretion of the Board. Incomplete submittals or requests not consistent with Zoning Ordinance standards will be returned to the applicant and the project will not be part of the meeting agenda in accordance with Zoning Ordinance §21-109 F. (4).

The following items shall be included to receive plan approval:

- 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**)
- Completed **Historic** Worksheet (**FORM D.1**), *or*       **Neighborhood Compatibility Worksheet** (**FORM D.2**)
- Two (2) 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, or Baseline and Setback if applicable
    - 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 (of adjacent properties).

# APPLICATION

## Sullivan's Island Design Review Board

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### (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.  <u>Complete Neighborhood Compatibility Form D.2</u>	<input type="checkbox"/> Submittal is <b>within</b> the Historic District and is: <u>Complete Historic Form D.1</u> _____ designated as Historic Resource _____ not designated as Historic Resource  Historic Survey #: _____	<input type="checkbox"/> Submittal is <b>outside</b> the Historic District and  <u>Complete Historic Form D.1</u> _____ designated as Historic Resource  Historic Survey #: _____
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**Nature of Work:** (circle **all** that apply)

Historic Property   
  Accessory Structure   
  Demolition / Relocation   
  Addition / Alteration   
  New Construction

<b>Owner Name:</b> _____  Address: _____ _____ Phone Number: _____ Email: _____	<b>Architect/Designer:</b> _____  Address: _____ _____ Phone Number: _____ Email: _____	<b>Contractor:</b> _____  Phone Number: _____ Email: _____
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**Enter a Brief Description of the Project and Scope of Work to be Performed:**

I (We) submit that the above information is true to the best of my (Our) knowledge.  _____ <i>Print Applicant's Name</i>	<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.  _____ <i>Owner's Signature</i>	_____ <i>Fee Received by</i>  _____ <i>check #</i>
<i>Applicant Signature</i>	<i>Owner's Signature</i>	<i>check #</i>

# REQUEST FOR REVIEW FORM (FORM B)

## Sullivan's Island Design Review Board

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

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

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

### BREAKDOWN OF LOT COVERAGES

<b>Lot Information:</b>	
Total Lot Size in Square Feet:	_____ sf
Highland Square Footage:	_____ sf
Lot Width:	_____
Lot Depth:	_____
Flood Zone / Base Flood Elevation:	_____

<b>Sec. 21-25 Principal Building Coverage Area</b>	
Principal Building Footprint:	_____ sf
Accessory Building Footprint:	_____ sf
_____	_____
<b>Total Principal Bldg. Coverage Area:</b>	_____ sf
(Principal Building plus Accessory Structure)	

<b>Sec. 21-26 Impervious Coverage</b>	
Principal Building Coverage Area	_____ sf
Covered Porches:	_____ sf
Open Decks / Steps:	_____ sf
Pool / Patio:	_____ sf
Drives / Walks:	_____ sf
Other Impervious Coverage	_____ sf
<b>Total Impervious Coverage</b>	_____ sf

<b>Sec. 21-27 Principal Building Square Footage</b>	
First Floor	_____ sf
Second Floor	_____ sf
Third Floor	_____ sf
Accessory Building	_____ sf
_____	_____
<b>Total Principal Building Square Footage:</b>	_____ sf
(Principal Building plus Accessory Structure)	

<b>EXTERIOR MATERIALS</b>	
(REQUIRED FOR PRELIMINARY AND FINAL SUBMITTALS ONLY)	
<i>* REQUIRED FOR ALL PROJECTS WITHIN HISTORIC DISTRICT AND / OR THOSE HOMES DESIGNATED HISTORIC OUTSIDE OF THE HISTORIC DISTRICT</i>	
Foundation: _____	Roof: _____
Walls: _____	Windows: _____
Trim: _____	Doors: _____

<b>Sec. 21-111 Standards of Neighborhood Compatibility</b>	
<b>NOTE:</b> 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 Standards for Neighborhood Compatibility and design guidance form.	
(check which applies)	<input type="checkbox"/> Form D.2 attached <input type="checkbox"/> Not Applicable (no relief requested)

# 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 Request for Relief in	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 2nd Story Side Façade Setback	10 feet (wall length) 2' setback from wall		100% (20 feet)			
	<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	50' feet or, 2/3 lot width (whichever is less)		100%			
	<b>K</b>	21-29 Principal Building Side Façade	30 feet (wall length)		100% (60 feet)			
	<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	8' to LSM & 9'4" to FFE		1 foot			
	<b>N</b>	21-32 Foundation Enclosure	½" Space		Adjust for Neighborhood Compatibility			
	<b>O</b>	21-138 Accessory Structure	Height (18') Setback (10') Area 625' footprint and 750' total		20% (3.6') 40% (4') 20% Area 750'-900'			

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

## Sullivan's Island Design Review Board

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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 Sq. Ft.	Percent (%) Relief Requested	Total Proposed
HISTORIC EXEMPTIONS	A	21-43 Existing Principal Building Square Footage		<b>50%</b> Enter Result: _____sf			
	B	21-43 Existing Principal Building Coverage Area		<b>50%</b> Enter Result: _____sf			
	C	21-43 Existing Impervious Coverage Area		<b>50%</b> Enter Result: _____sf			

# REQUEST FOR HISTORIC DESIGN REVIEW (FORM D.1)

Narrative for Scope of Work

Sullivan's Island Design Review Board

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- Do you propose any exterior changes to the historic structure?      Yes       No
- If you answered "yes," please provide a detailed explanation and sequence of the work below:

## Section 21-97. C Historic Preservation Standards

Submit in writing, and be prepared to describe how your project is consistent with the following ten preservation standards, and the most recent version of the Secretary of Interior's Guidelines for the Treatment of Historic Properties.

**\*\*On your elevation drawings show all existing conditions and proposed changes. Detail existing materials and highlight all new and preserved architectural and structural elements.**

<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

- (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.

# NEIGHBORHOOD COMPATIBILITY WORKSHEET (FORM D-2)

## Sullivan's Island Design Review Board

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In accordance with the Sullivan's Island Zoning Ordinance, Section 21-111, the DRB shall only grant modifications of the Zoning Ordinance standards if the design is compatible with the surrounding neighborhood. The *Standards for Neighborhood Compatibility* should:

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

Additionally, the following check-list will help the applicant and DRB determine if the proposed design is properly integrated into the context and character of the existing neighborhood.

**Principal Building Square Footage (§ 21-27):** When requesting relief for additional Principal Building Square Footage, the DRB will be looking carefully at ways the applicant is offsetting the impact of the requested relief. The applicant might choose one or more of the following techniques, for example:

- Lower the first-floor height closer to grade to offset the additional massing.
- Lower the main roof eave height to offset the additional massing.
- Lower the overall roof height to reduce the additional massing
- Reduce the amount of second floor wall surface
- Place the second-floor square footage within the roofline
- Provide additional setbacks for second story walls to reduce the impact to neighbors
- Assure to the DRB that the design is unique, well articulated and appropriately scaled
- DRB suggests that prior to submittal please review your plans with neighbors and request their approval of square footage changes.

**Principal Building Coverage (§ 21-25):** When requesting relief for Principal Building Coverage, the DRB will be looking at ways the applicant is offsetting the impact of the requested relief. The applicant might choose one or more of the following techniques, for example:

- Lower the first-floor height closer to grade to offset any additional massing.
- Coverage relief typically includes additional lower one-story design elements. Please indicate clearly these one-story elements in the design.
- Reduce the amount of second story wall surface area and second story heated sq. ft.

- Coverage Relief is typically granted for smaller than average lots due to zoning formulas.
- Assure to the DRB that the design is unique, well-articulated and appropriately scaled.

**Front and Side Building Setbacks (§ 21-22):** Building setbacks are intended to create open space (landscaping, sunlight, distance) between buildings and the right-of-way. When requesting relief for Front and Side Setbacks, the DRB will be looking at ways the applicant is offsetting the impact of the requested relief. The applicant might choose one or more of the following techniques, for example:

- Request Side Setback relief as a means of preserving trees, tree canopies or other significant landscape elements.
- Consider designing one story construction in the requested relief zone to preserve sunlight and views.
- Provide well articulated side facades with separated massing elements.
- DRB suggests that prior to submittal please review your plans with neighbors and request their approval of setback changes.

**Second Story Side Façade Setback (§ 21-22):** Second story side façade setback of two feet reduces the overall height and mass of the wall and ensures more sunlight for the adjacent property. Two-foot second floor setbacks are required for any wall in excess of 10'. DRB can double that width to 20'. The DRB does not have the authority to completely eliminate the second story setback.

**Side Façade Articulation (§ 21-29):** The depth and width of a building has a substantial impact on its mass and scale. Removing the requirement for articulations in the side wall can result in a long unbroken side façade, which lacks visual appeal and creates more mass.

- It is unlikely that the DRB will grant 100% relief allowing a 60' long unarticulated wall.
- When requesting any relief less than 100%, assure to the DRB that the design is unique, well articulated and appropriately scaled



# REQUEST FOR CHANGE TO APPROVED DESIGN

## Sullivan's Island Design Review Board

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### (Supplemental Review Form)

Project Address: \_\_\_\_\_  
Submittal Date: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_

Historic Resource: (check ONE)  Yes  No      Within Historic District: (check ONE)  Yes  No

#### PROPOSED CHANGE:

\_\_\_\_\_

#### REASON FOR CHANGE:

\_\_\_\_\_

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

Accessory Structure      Demolition / Elevation      Addition / Alteration      New Construction      Site Work

#### Owner's Name

Contact #: \_\_\_\_\_

email: \_\_\_\_\_

#### Architect / Designer:

Contact #: \_\_\_\_\_

email: \_\_\_\_\_

#### Contractor:

Contact #: \_\_\_\_\_

email: \_\_\_\_\_

#### 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.

Zoning Administrator Signature

DRB Representative Signature

# REQUEST FOR STAFF LEVEL APPROVAL

## Sullivan's Island Design Review Board

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### (Supplemental Review Form)

Project Address: \_\_\_\_\_  
Submittal Date: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_

Historic Resource: (check ONE)  Yes  No      Within Historic District: (check ONE)  Yes  No

#### PROPOSED WORK:

\_\_\_\_\_

#### REASON FOR WORK:

\_\_\_\_\_

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

Accessory Structure      Demolition / Relocation      Addition / Alteration      New Construction

#### Owner's Name

Contact #: \_\_\_\_\_

email: \_\_\_\_\_

#### Architect / Designer:

Contact #: \_\_\_\_\_

email: \_\_\_\_\_

#### Contractor:

Contact #: \_\_\_\_\_

email: \_\_\_\_\_

#### 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.

\_\_\_\_\_  
Zoning Administrator Signature

\_\_\_\_\_  
DRB Representative Signature