

SULLIVAN'S ISLAND DESIGN REVIEW BOARD

SUBMITTAL APPLICATION (PAGE 1)

PROPERTY ADDRESS: 1204 Middle Street PARCEL ID (TMS #): 523-07-00-058

SUBMITTAL DATE: 04.18.2025 MEETING DATE: 05.21.2025

REQUEST: CONCEPTUAL REVIEW: ☒ PRELIMINARY APPROVAL: ☐ FINAL APPROVAL: ☐

DESCRIPTION OF SCOPE OF WORK: rehabilitation of existing historic structure maintaining current use as offices.

Replacement of existing non-historic parish center in metal building with historically appropriate structure to facilitate parish and community functions.

☐ Submittal **outside** of the Historic District, not classified historic, and requests DRB relief.

☐ Submittal is **outside** of the Historic District and designated as a historic resource.

☐ DRB relief requests ☐ No DRB requests

☒ Submittal is **within** the Historic District and is:

☒ designated as Historic Resource ☐ DRB relief requests ☒ No DRB requests

☒ Not designated as a Historic Resource: ☐ DRB relief requests ☒ No DRB requests

DRB SUBMITTAL CHECKLIST: The following items must be included in the submittal for placement on the DRB agenda.

☒ Application fee (Historic properties: \$116.00; New constructions: \$1,280; Addition/renovations: \$426.60)

☒ Completes and signed submittal application (Page 1). (All submissions)

☒ Zoning Standards Compliance Worksheet (Page 2). (All submissions with relief requests)

☒ Neighborhood Compatibility Worksheet (Page 3). (All submissions with relief requests)

☒ Historic Design Review Worksheet (Page 4). (All submissions involving a designated Historic Resource)

☒ Online submittal through BSA; Town of Sullivan's Island online submittal portal.

☒ Two (2) sets of drawings, no bigger than 11X17"; 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 § 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
- Narrative for Scope of Work (all Historic projects)

☒ 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.
- Must be rendered with shadows depicting roof and / or deck overhangs, changes in wall plane, or massing.
- Roof ridge heights to natural grade. Finished Floor Elevation (FFE), Lowest Structural Member (LSM), Base Flood Elevation (BFE) to finish grade.
- Detailed descriptions of treatment of all historic materials. (all Historic projects)

☒ Conditional/Optional:

- 3-D perspective sketches and / or models, as well as streetscape renderings that include adjacent properties are always encouraged and are **required for submissions with requests for relief, additional coverage, or additional square footage.**
- Any relevant photographs or documentation that might be descriptive (of adjacent properties).

OWNER NAME: Catholic Diocese of Charleston c/o Father McNerny PHONE NUMBER: _____

ADDRESS: 1204 Middle Street . Sullivan's Island, SC EMAIL: _____

ARCHITECT/DESIGNER: e. e. fava architects, etc PHONE NUMBER: 843.723.5099

ADDRESS: 54 Broad Street, Charleston, SC 29401 EMAIL: e@eefava.com

CONTRACTOR: Hill Construction PHONE NUMBER: _____

ADDRESS: 295 Seven Farms Drive #301, Charleston, SC 29492 EMAIL: _____

_____(Initials): I understand that incomplete applications will be rejected.

I (we) submit that the above information is true to the best of my (our) knowledge.

e. e. fava architects, etc

Applicant name (print)

e e fava architects

Applicant's signature

If Owner is not the Applicant:

I (we) hereby appoint the person named as applicant as my (our) agent to represent me (us) in this application

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Owner's signature

Owner's signature

ZONING STANDARDS COMPLIANCE WORKSHEET (PAGE 2)

		Zoning ordinance reference section	Zoning Standard	✓if meets standard	DRB's Max. authority for relief	applicant request for relief	Percent (%) relief requested	Total allowed + requested relief (SF)
SETBACKS	A	21-22 FRONT SETBACK	25 Feet	✓	15%			
	B	21-22 ADDITIONAL FRONT YARD SETBACK	45 above 20'	✓	15%			
	C	21-22 SIDE SETBACK	per lot: Enter result: _____min: _____comb:	✓	25%	per zoning variance request see A100 for additional information		
	D	21-22 SECOND STORY SIDE SETBACK	per lot: Enter result: _____min: _____comb:	✓	25%	per zoning variance request see A100 for additional information		
LOT COVERAGE	E	21-22 REAR SETBACK	25 feet	✓	N/A	X	X	X
	F	21-25 PRINCIPAL BUILDING COVERAGE	as per formula:enter result _____sf	✓	20%	per zoning variance request see A100 for additional information		
	G	21-26 IMPERVIOUS COVERAGE	as per formula:enter result 30% sf maximum	✓	N/A	X	X	X
	H	21-27 PRINCIPAL BUILDING SQUARE FOOTAGE	as per formula:enter result _____sf	✓	A: New Construction / Non-historic additions: 15% _____sf (not to exceed 500 sf) B: Historic additions: 20% _____sf C: Historic ADU Special Exceptions:	per zoning variance request see A100 for additional information		
DESIGN STANDARDS	I	21-28 THIRD STORY	as per formula:enter result _____sf	✓	15% _____sf			
	J	21-22 PRINCIPAL BUILDING FRONT FAÇADE	50' feet or, 2/3 lot width (whichever is less)	✓	15%	per zoning variance request see A100 for additional information		
	K	21-22 PRINCIPAL BUILDING SIDE FAÇADE	38 feet (wall length) 16 feet within 15 ft x 2 16-in articulations	✓	25%	per zoning variance request see A100 for additional information		
	L	21-22 2ND STORY SIDE FAÇADE SETBACK	32 feet (wall length) 6-foot (knee wall) 16-in articulations	✓	25%	per zoning variance request see A100 for additional information		
	M	21-30 BUILDING ORIENTATION	towards ocean, excluding marsh and ocean lots	✓	Adjust for Neighborhood Compatiblity			
	N	21-30 BLDG. FOUNDATION HEIGHT	8' to LSM & 9'4" to FFE	✓	1 foot			
	O	21-32 FOUNDATION ENCLOSURE	1/2" space	✓	Adjust for Neighborhood Compatiblity			
	P	21-138 ACCESSORY STRUCTURE	Height (15 to 18) Setback (20)	✓	20% Height (3 ft 6 in) 40%(4')			

NEIGHBORHOOD COMPATIBILITY WORKSHEET (PAGE 3)

Have you reached out to the neighbors to get their feedback on the proposed plans? Yes: ☒ No: ☐

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. **See the DRB application [submittal guidance document](#) for additional information for filling in this form.** Lot area: 39,142 sf Highland lot area: _____ sf (if applicable)

Principal Building Square Footage (21-27): Existing SF: _____ Standard SF: _____ Proposed SF: _____
not requested

Principal Building Coverage (21-25): Existing SF: _____ Standard SF: _____ Proposed SF: _____
not requested

Front/Side/2nd-Story Building Setbacks (21-22): Standard, combined _____ Proposed, combined _____, min _____
not requested

Second Story Side Façade Setback (21-22): Requested relief: _____
not requested

Principal Building Side Façade Setback (21-22): Requested Relief: _____
not requested

Other (circle any that apply):

Third Story, Principal Building Front Façade, Building Orientation, Building Foundation Height, Foundation Enclosure, or Accessory Structure: _____
not requested

REQUEST FOR HISTORIC DESIGN REVIEW (PAGE 4)

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.

There is no proposed expansion of the existing envelope. The exterior scope is to repair existing rot and damage to the existing materials per the historically appropriate procedure noted in the drawing set dated 04.18.2025 derived from the secretary of the interior standards for rehabilitation.

(Please use extra sheet as needed)