

# 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:

2824 BROOKS ST.

Submittal Date:

03-16-23

Meeting Date:

04-19-23

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: <u>2824 BROOKS ST</u>		
Submittal Date: <u>03-16-23</u>		
Meeting Date: <u>04-19-23</u>		Parcel I.D. (TMS#): <u>527-07-00044</u>
Requested Approval (check ONE) <input type="checkbox"/> Conceptual <input type="checkbox"/> Preliminary <input type="checkbox"/> Final		
<b>Check one:</b>		
<input type="checkbox"/> Submittal is <u>outside</u> the Historic District, not classified historic, and requests DRB relief. <u>Complete Neighborhood Compatibility Form D.2</u>	<input type="checkbox"/> Submittal is <u>within</u> the Historic District and is: <u>Complete Historic Form D.1</u> _____ designated as Historic Resource _____ not designated as Historic Resource Historic Survey #: _____	<input checked="" type="checkbox"/> Submittal is <u>outside</u> the Historic District and <u>Complete Historic Form D.1</u> _____ designated as Historic Resource Historic Survey #: _____
<b>Nature of Work: (circle all that apply)</b>		
Historic Property	<u>Accessory Structure</u>	Demolition / Relocation    Addition / Alteration    New Construction
Owner Name: <u>JOHN DERBYSHIRE</u>	Architect/Designer: <u>MCS DESIGNS</u>	Contractor: <u>SAMMY RHODES</u>
Address: <u>823 MIDDLE ST</u>	Address: <u>CARL MCCANTS 1228 THAMES RD</u>	Phone Number: <u>843 442 1162</u>
Phone Number: <u>843-568-2700</u>	Phone Number: <u>843 906 1502</u>	Email: <u>SAMRHODES@HOTMAIL</u>
Email: <u>jd@jdelinient.com</u>	Email: <u>carl.mccants3@gmail.com</u>	
Enter a Brief Description of the Project and Scope of Work to be Performed:		
<u>ADD A DETACHED GARAGE TO PROPERTY</u>		
I (We) submit that the above information is true to the best of my (Our) knowledge. <u>CARL MCCANTS</u> Print Applicant's Name <u>CBM</u> Applicant Signature	If Owner is not Applicant: I (We) hereby appoint the person named as Applicant as My (Our) agent to represent me (Us) in this application. <u>[Signature]</u> Owner's Signature	Fee Received by _____ check # _____

# REQUEST FOR REVIEW FORM (FORM B)

## Sullivan's Island Design Review Board

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Project Address 2824 BROOKS ST

Submittal Date 03-16-23

Meeting Date: 04-19-23

### BREAKDOWN OF LOT COVERAGES

<b>Lot Information:</b>	
Total Lot Size in Square Feet:	<u>24648</u> sf
Highland Square Footage:	<u>24648</u> sf
Lot Width:	<u>104</u>
Lot Depth:	<u>230</u>
Flood Zone / Base Flood Elevation:	<u>AE 10</u>

<b>Sec. 21-25 Principal Building Coverage Area</b>	
Principal Building Footprint:	<u>2824</u> sf
Accessory Building Footprint:	<u>848</u> sf
Total Principal Bldg. Coverage Area:	<u>3464</u> sf
(Principal Building plus Accessory Structure)	<u>4,032</u>

<b>Sec. 21-26 Impervious Coverage</b>	
Principal Building Coverage Area	<u>2464</u> sf
Covered Porches:	<u>1959</u> sf
Open Decks / Steps:	<u>124</u> sf
Pool / Patio:	<u>448</u> sf
Drives / Walks:	<u>N/A</u> sf
Other Impervious Coverage	<u>848</u> sf
Total Impervious Coverage	<u>6,245</u> sf

<b>Sec. 21-27 Principal Building Square Footage</b>	
First Floor	<u>2464</u> sf
Second Floor	<u>1540</u> sf
Third Floor	<u>N/A</u> sf
Accessory Building	<u>848</u> sf
	<u>3600</u>
Total Principal Building Square Footage:	<u>5,212</u> 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: CONC  
Walls: HARDI  
Trim: HARDI

Roof: METAL  
Windows: CLAD SCL  
Doors: CLAD

### 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 Standards for Neighborhood Compatibility and design guidance form.

(check which applies)

☐ Form D.2 attached

☐ Not Applicable (no relief requested)



# ZONING STANDARDS COMPLIANCE WORKSHEET (FORM C)

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Project Address:

Submittal Date:

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2824 BROOKS ST

10-21-22

11-16-22

	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>	A	21-22 Front Setback	25 feet	✓	15% (3.75')		
	B	21-22 Additional Front Yard Setback	45° above 20'	✓	15%		
	C	21-22 Side Setback	Per lot; Enter Result: _____ min.; _____ comb.	✓	25%		
	D	21-22 2nd Story Side Façade Setback	10 feet (wall length) 2' setback from wall	✓	100% (20 feet)		
	E	21-22 Rear Setback	25 feet	✓	None		
<b>LOT COVERAGE</b>	F	21-25 Principal Building Coverage	as per formula: Enter Result _____ sf	✓	20% _____ sf		
	G	21-26 Impervious Coverage	as per formula: Enter Result _____ 30% sf maximum	✓	N/A	N/A	N/A
	H	21-27 Principal Building Square Footage	as per formula: Enter Result 4365 sf	✗	25% 847 sf	19%	5212
	I	21-28 Third Story	as per formula: Enter Result _____ sf	✓	15% _____ sf		
<b>DESIGN STANDARDS</b>	J	21-29 Principal Building Front Façade	50' feet or, 2/3 lot width (whichever is less)	✓	100%		
	K	21-29 Principal Building Side Façade	30 feet (wall length)	✓	100% (60 feet)		
	L	21-30 Building Orientation	Towards ocean, excluding marsh and ocean lots	✓	Adjust for Neighborhood Compatibility		
	M	21-30 Bldg. Foundation Height	8' to LSM & 9'4" to FFE	✓	1 foot		
	N	21-32 Foundation Enclosure	1/2" Space	✓	Adjust for Neighborhood Compatibility		
	O	21-138 Accessory Structure	Height (18') Setback (10') Area 625' footprint and 750' total	✗	20% (3.6') 40% (4') 20% Area 750'-900'	13%	848