

**SULLIVAN'S ISLAND DESIGN REVIEW BOARD  
SUBMITTAL APPLICATION (PAGE 1)**

PROPERTY ADDRESS: \_\_\_\_\_ PARCEL ID (TMS #): \_\_\_\_\_

SUBMITTAL DATE: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

REQUEST: CONCEPTUAL REVIEW: \_\_\_ PRELIMINARY APPROVAL: \_\_\_ FINAL APPROVAL: \_\_\_

DESCRIPTION OF SCOPE OF WORK: \_\_\_\_\_

\_\_\_ 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: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ARCHITECT/DESIGNER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ 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.*

**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

\_\_\_\_\_  
Applicant name (print)

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Applicant'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%		
	D	21-22 SECOND STORY SIDE SETBACK	per lot: Enter result: ____min: ____comb:		25%		
LOT COVERAGE	E	21-22 REAR SETBACK	25 feet		N/A	<b>X</b>	<b>X</b>
	F	21-25 PRINCIPAL BUILDING COVERAGE	as per formula:enter result _____sf		20%		
	G	21-26 IMPERVIOUS COVERAGE	as per formula:enter result 30% sf maximum		N/A	<b>X</b>	<b>X</b>
	H	21-27 PRINCIPAL BUILDING SQUARE FOOTAGE	as per formula:enter result _____sf		<b>A: New Construction / Non-historic additions:</b> 15% _____sf (not to exceed <b>500 sf</b> ) <b>B: Historic additions:</b> 20% _____sf <b>C: Historic ADU Special Exceptions:</b>		
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%		
	K	21-22 PRINCIPAL BUILDING SIDE FAÇADE	38 feet (wall length) 16 feet within 15 ft x 2 16-in articulations		25%		
	L	21-22 2ND STORY SIDE FAÇADE SETBACK	32 feet (wall length) 6-foot (knee wall) 16-in articulations		25%		
	M	21-30 BUILDING ORIENTATION	towards ocean, excluding marsh and ocean lots		Adjust for Neighborhood Compatability		
	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 Compatability		
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: \_\_\_\_\_sf Highland lot area: \_\_\_\_\_sf (if applicable)

**Principal Building Square Footage (21-27):** Existing SF: \_\_\_\_\_ Standard SF: \_\_\_\_\_ Proposed SF: \_\_\_\_\_

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**Principal Building Coverage (21-25):** Existing SF: \_\_\_\_\_ Standard SF: \_\_\_\_\_ Proposed SF: \_\_\_\_\_

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**Front/Side/2<sup>nd</sup>-Story Building Setbacks (21-22):** Standard, combined \_\_\_\_\_ Proposed, combined \_\_\_\_\_, min \_\_\_\_\_

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**Second Story Side Façade Setback (21-22):** Requested relief: \_\_\_\_\_

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**Principal Building Side Façade Setback (21-22):** Requested Relief: \_\_\_\_\_

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**Other (circle any that apply):**

**Third Story, Principal Building Front Façade, Building Orientation, Building Foundation Height, Foundation Enclosure, or Accessory Structure:** \_\_\_\_\_

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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.

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(Please use extra sheet as needed)