

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:

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. **Preliminary** or even **Final** plan review is generally required but may be waived at the discretion of the Board. **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 to receive **Final** 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)**
- 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, 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 TO SULLIVAN'S ISLAND DESIGN REVIEW BOARD

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

(FORM A)

Project Address:	<u>2302 Middle Street</u>		
Submittal Date:	<u>12/20/2019</u>		
Meeting Date:	<u>Jan. 2020</u>	Parcel I.D. (TMS#):	<u>5290600124</u>

Requested Approval (check ONE) Conceptual Preliminary Final

Check one:

<input type="checkbox"/> Submittal is outside the Historic District, not classified historic, and requests DRB relief. <u>Complete Neighborhood Compatibility Form D.1</u>	<input checked="" type="checkbox"/> Submittal is within the Historic District and is: <u>Complete Historic Form D.2</u> <input checked="" type="checkbox"/> designated as Historic Resource <input type="checkbox"/> not designated as Historic Resource Historic Survey #: <u>76</u>	<input type="checkbox"/> Submittal is outside the Historic District and <u>Complete Historic Form D.2</u> <input type="checkbox"/> designated as Historic Resource Historic Survey #: _____
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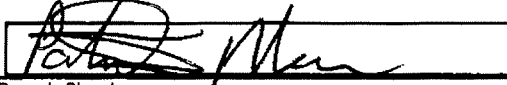
Nature of Work: (circle all that apply)

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

Owner's Name: <u>Patrick Marr</u>	Architect / Designer: <u>The Middleton Group</u>
Address: <u>2302 Middle Street</u>	Contact #: <u>843-302-0632</u>
<u>Sullivans Island, 29482</u>	email: <u>eric@themiddletongroup.net</u>
email: _____	Contractor: _____
Contact #: _____	Contact #: _____
	email: _____

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

The scope of work includes the construction of a covered bicycle enclosure (two location options shown), associated changes to the existing fence to accommodate the bicycle enclosure, the construction of a covered parking structure at the northeast corner of the site, and the extension of an existing curb cut at the northeast corner of the site on Jasper Blvd to 20'-0".

I (We) submit that the above information is true to the best of my (Our) knowledge. Eric Meckley _____ Print Applicant's Name  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.  Owner's Signature	Fee Received by _____ _____ check #
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REQUEST FOR REVIEW FORM (FORM B)

Sullivan's Island Design Review Board

2056 Middle St. • PO Box 427 • Sullivan's Island, SC • 29482 • (843) 883-5727

Project Address _____

Submittal Date _____

Meeting Date: _____

BREAKDOWN OF LOT COVERAGES

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

<i>Sec. 21-25 Principal Building Coverage Area</i>	
Principal Building Footprint:	_____ sf
Accessory Building Footprint:	_____ sf

Total Principal Bldg. Coverage Area:	_____ sf
(Principal Building plus Accessory Structure)	

<i>Sec. 21-26 Impervious Coverage</i>	
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

<i>Sec. 21-27 Principal Building Square Footage</i>	
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 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)

Sullivan's Island Design Review Board

2056 Middle St. • PO Box 427 • Sullivan's Island, SC • 29482 • (843) 883-5727

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 Ft./ Sq. Ft.	Percent (%) Relief Requested	Total Allowed + Requested Relief (SF)
SETBACKS	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)		100% (20 feet)			
	E	21-22 Rear Setback	25 feet		None			
LOT COVERAGE	F	21-25 Principal Building Coverage	as per formula: Enter Result _____sf		20% _____sf			
	G	21-26 Impervious Coverage	as per formula: Enter Result <u>30%</u> sf maximum	✓	N/A	N/A	N/A	N/A
	H	21-27 Principal Building Square Footage	as per formula: Enter Result _____sf		25% _____sf			
	I	21-28 Third Story	as per formula: Enter Result _____sf		15% _____sf			
DESIGN STANDARDS	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	3 feet above Base Flood Elev. To Finished First Floor		1 foot			
	N	21-32 Foundation Enclosure	Check Ordinance		Adjust for Neighborhood Compatibility			
	O	21-138 Accessory Structure	Height (18') Setback 10'		20% (3.6' high) 40% (4' setback)			

REQUEST FOR REVIEW FORM (FORM B)

Sullivan's Island Design Review Board

2056 Middle St. • PO Box 427 • Sullivan's Island, SC • 29482 • (843) 883-5727

Project Address _____

Submittal Date _____

Meeting Date: _____

BREAKDOWN OF LOT COVERAGES

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

<i>Sec. 21-25 Principal Building Coverage Area</i>	
Principal Building Footprint:	_____ sf
Accessory Building Footprint:	_____ sf

Total Principal Bldg. Coverage Area:	_____ sf
(Principal Building plus Accessory Structure)	

<i>Sec. 21-26 Impervious Coverage</i>	
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

<i>Sec. 21-27 Principal Building Square Footage</i>	
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 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)

Sullivan's Island Design Review Board

2056 Middle St. • PO Box 427 • Sullivan's Island, SC • 29482 • (843) 883-5727

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 Ft./ Sq. Ft.	Percent (%) Relief Requested	Total Allowed + Requested Relief (SF)
SETBACKS	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 (Accessory Structure)	Per lot; Enter Result: _____min.; _____comb.		25%			
	D	21-22 2nd Story Side Façade Setback	10 feet (wall length)		100% (20 feet)			
	E	21-22 Rear Setback	25 feet		None			
LOT COVERAGE	F	21-25 Principal Building Coverage	as per formula: Enter Result _____sf		20% _____sf			
	G	21-26 (See Form C.1) Impervious Coverage	as per formula: Enter Result <u>30%</u> sf maximum	✓	*	*	*	*
	H	21-27 Principal Building Square Footage	as per formula: Enter Result _____sf		25% _____sf			
	I	21-28 Third Story	as per formula: Enter Result _____sf		15% _____sf			
DESIGN STANDARDS	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	3 feet above Base Flood Elev. To Finished First Floor		1 foot			
	N	21-32 Foundation Enclosure	Check Ordinance		Adjust for Neighborhood Compatibility			
	O	21-138 Accessory Structure	Height (18') Setback 10'		20% (3.6' high) 40% (4' setback)			

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

Sullivan's Island Design Review Board

2056 Middle St. • PO Box 427 • Sullivan's Island, SC • 29482 • (843) 883-5727

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
HISTORIC EXEMPTIONS	A	21-43 Existing Principal Building Square Footage		50% Enter Result: _____sf			
	B	21-43 Existing Principle Building Coverage Area		50% Enter Result: _____sf			
	C	21-43 Existing Impervious Coverage Area		50% Enter Result: _____sf			

REQUEST FOR HISTORIC DESIGN REVIEW (FORM D.1)

Narrative for Scope of Work Sullivan's Island Design Review Board

2056 Middle St. • PO Box 427 • Sullivan's Island, SC • 29482 • (843) 883-5727

- Do you propose any exterior changes to the historic structure? Yes No
- If you answered "yes," please provide a detailed description 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 proposed changes to existing materials and show all preserved historic 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.