

# 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: 2830 Brooks Street

Submittal Date: august 20, 2021

Meeting Date: september 15, 2021

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).

Sullivan's Island Design Review Board

last modified 2021

# APPLICATION

## Sullivan's Island Design Review Board

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### (FORM A)

Project Address:	<u>2830 brooks street</u>	Parcel I.D. (TMS#):	_____
Submittal Date:	<u>8.20.21</u>		
Meeting Date:	<u>9.15.21</u>		

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 checked="" type="checkbox"/>	Submittal is <b>outside</b> the Historic District and <u>Complete Historic Form D.1</u> <u>x</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's Name</b>	<u>sallie pritchard</u>	<b>Architect / Designer:</b>	<u>heather wilson</u>
<b>Address:</b>	<u>2830 brooks street</u>	<b>Contact #:</b>	<u>8438142031</u>
	<u>sullivans island</u>	<b>email:</b>	<u>heather@heatherwilsonarchitect.com</u>
<b>email:</b>	<u>salliepritchard@me.com</u>	<b>Contractor:</b>	<u>tbd</u>
<b>Contact #:</b>	<u>8432245781</u>	<b>Contact #:</b>	_____
		<b>email:</b>	_____

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

we would like to restore this cottage to its original size and form in its existing location

<i>I (We) submit that the above information is true to the best of my (Our) knowledge.</i>	<b>If Owner is not Applicant:</b> <i>I (We) hereby appoint the person named as Applicant as My (Our) agent to represent me (Us) in this application.</i>	
<u>Heather Wilson</u> <small>Print Applicant's Name</small>		<small>Fee Received by</small>
	<small>Owner's Signature</small>	<small>check #</small>

# REQUEST FOR REVIEW FORM (FORM B)

## Sullivan's Island Design Review Board

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Project Address 2830 Brooks Street

Submittal Date 8.20.21

Meeting Date: 9.15.21

### BREAKDOWN OF LOT COVERAGES

<i>Lot Information:</i>		
Total Lot Size in Square Feet:	<u>22,000</u>	sf
Lot Width:	<u>105</u>	
Lot Depth:	<u>210</u>	
Flood Zone / Base Flood Elevation:	<u>AE12</u>	

<i>Sec. 21-25 Principal Building Coverage Area</i>		
Principal Building Footprint:	<u>1,198</u>	sf
Accessory Building Footprint:	<u>NA</u>	sf
<b>Total Principal Bldg. Coverage Area:</b>	<u>1,198</u>	sf
(Principal Building plus Accessory Structure)		

<i>Sec. 21-26 Impervious Coverage</i>		
Principal Building Coverage Area	<u>1,198</u>	sf
Covered Porches:	<u>659</u>	sf
Open Decks / Steps:	<u>91</u>	sf
Pool / Patio:	_____	sf
Drives / Walks:	_____	sf
Other Impervious Coverage	_____	sf
<b>Total Impervious Coverage</b>	<u>1,948</u>	sf

<i>Sec. 21-27 Principal Building Square Footage</i>		
First Floor	<u>1,198</u>	sf
Second Floor	_____	sf
Third Floor	_____	sf
Accessory Building	_____	sf
<b>Total Principal Building Square Footage:</b>	<u>1,198</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: pier and louver

Walls: wood lap siding

Trim: wood

Roof: metal

Windows: wood

Doors: wood

### 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

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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	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 _____%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'			

# 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.

I look forward to presenting our plan of action and a report by local historic consultant, Hillary King