

Application for the Design Control Committee

(Please Print or Type)

Case No.: _____

1. Date: _____
2. Applicant:
Name: _____
Address: _____
Phone No.: _____
3. Date Property was Acquired: _____
4. Location: Street Address: _____
5. Corner Lot? Yes ___ No ___
6. Legal Description: *(Include subdivision, lot and block number and address)*

7. Type of review for the Design Control Committee: *(Please check one of the following)*
____ Conceptual Design Review (no fee)
____ Preliminary Design Review (\$100.00)
____ Final Design Review (\$200.00)
____ Accelerated Design Review (\$150.00)
____ DCC Appeal (\$150.00)
8. Fee Paid: Yes ___ No ___
9. Date Paid: _____
10. Amount Paid: _____

For Appeals Only

11. Please explain wherein the reason(s) for which you seek an Appeal to the Design Control Committee: (Must be completed). Use additional sheet if necessary.

Building Official's/Zoning Administrator's comments: _____

12. Required information submitted: Yes _____ No _____.

Signature of Applicant

Date of Application

.....
.....

Case No. _____

FOR BOARD USE ONLY:

Date of Notice: _____ Date of Review: _____

Application Checklist for Design Control Committee

Application to the City of Hanahan. The applicant seeking review by the Design Control Committee must first submit the following information for the appropriate review. Note: The information listed below is taken from the Zoning and Land Development Ordinance.

Conceptual Design Review

Submission of documents. Six copies of documentation shall be submitted, preferably 11" x 17" in size.

- (1) Schematic site plan, illustrating:
 - (a) Proposed footprint(s) of building(s);
 - (b) Parcel boundaries;
 - (c) Proposed access and exterior circulation; and
 - (d) Approximate basic dimensions
- (2) Basic, sketch elevation(s) of the proposed building(s).

Preliminary Design Review

Application requirements. The applicant shall submit a completed application for preliminary design review, together with the fee set by City Council and required documentation, to the Zoning Administrator. Submitted materials shall reflect the design development of any conceptual plans approved by the Design Control Committee. Documentation requirements are as follows.

Submission of documents. Six (6) copies of all documentation shall be submitted to the Zoning Administrator meeting the following requirements.

- (1) A site plan drawn at a minimum scale of 1/32 inch = 1 foot shall show the existing and proposed structure(s) on the lot with the dimensions relative to the property line; existing neighboring building(s) adjacent to the property line; exterior pedestrian and vehicular circulation, including driveways, parking areas, sidewalks, boardwalks, porticos, patios, galleries, and other open-air spaces and routes accessible or integral to exterior circulation; location of circulation lighting fixtures; tree survey, depicting all protected trees on the site, indicated for protection or removal; graded and landscaped areas, including structural elements integral to engineering or designing, such as walls and gates; location, size, and type of signage and inhabitable accessory buildings.
- (2) Building elevations shall be drawn at a minimum scale of 1/16 inch = 1 foot, showing the following vertical dimensions: (a) existing grade, (b) proposed grade, (c) finish floor elevations, and (d) building height; and roof slopes; fenestration, entrances, and other voids in the building envelope; an indication of cladding materials; and exterior protrusions and spaces, including but not limited to, stoops, stairs, cupolas, awnings and canopies, porches and balconies, railings, and chimneys.
- (3) One or more panoramic photographs shall include a general view of the street showing the building, site, and adjacent property (streetscape), and shall supplement individual photographs of the buildings immediately adjacent to and across from the site; and a frontal view of the buildings site from the street.
- (4) Contextual model showing the new building in the existing environment may be required by the DCC for complex projects.

The Zoning Administrator or the DCC may require documentation supplementary to or at a larger scale than required. In the event of an unusually large site, the Zoning Administrator may approve documentation at a smaller scale, provided areas of importance are illustrated at the scale specified in this section.

Final Design Review

(B) *Application requirements.* The applicants shall submit a completed application for final review, together with the fee set by City Council and published by the Zoning Administrator for such review, and the required documentation to the Zoning Administrator. Documentation requirements are those

specified below. Submitted materials shall, at a minimum, show elements required for preliminary approval, in addition to all elements listed in the requirements below, and reflect the refinement of the design of the preliminary plans approved by the DCC. Incomplete submittals will be considered for partial and/or informative feedback from the DCC.

(C) *Application requirements.* The applicant shall submit a completed application for final design review, together with the fee set by City Council and required documentation, to the Zoning Administrator. Submitted materials shall reflect the refinement of the preliminary design approved by the Design Control Committee. Documentation requirements are as follows.

(D) *Submission of documents.* Six (6) copies of all documentation shall be submitted to the Zoning Administrator meeting the following requirements.

- (1) A site plan drawn to a minimum scale of 1 inch = 20 feet shall show the proposed structure(s) on the lot with the dimensions relative to the property line, existing neighboring building(s) adjacent to the property line; demolition of existing site features; and location of all proposed site features such as parking, driveways, walls, gates, location and size of mechanical equipment, landscaped areas, and accessory buildings.
- (2) Floor plans drawn at a minimum scale of 1/8 inch = 1 foot depicting the arrangement of the interior spaces of the first-floor plan shall show the relationship between the first or ground floor with the site as well as the location of windows and doors, mechanical equipment, electrical meter location, and electrical service access.
- (3) Building elevations and typical building cross-section through all elevations drawn at a minimum scale of 1/8 inch = 1 foot shall include vertical dimensions; existing grade; proposed grade; finish floor elevations; roof slopes; mechanical vents and equipment; location and type of outdoor lighting fixtures; design and location of signage; and proposed material selections and textures, indicated by hatching where appropriate, including those for wall cladding, roofs, chimney flues, gutters and downspouts, and porches and railings.
- (4) A landscape plan drawn to a minimum scale of 1 inch = 20 feet shall show the location of existing trees to be retained or removed on the site; the locations, varieties, and sizes of trees and plant materials (graphically indicated) to be planted on the site; and other pertinent landscape requirements per Section 6; and an indication of the type of irrigation system to be installed, where applicable.
- (5) Typical construction details and typical wall sections shall be provided.
- (6) Materials specification outline with samples, brochures, and/or photographs of all exterior materials, colors, finishes, and fixtures shall be provided.
- (7) Drawings of proposed signs illustrating the proposed lettering and graphics drawn to scale; colors of the proposed sign shall be indicated on the drawing, and actual color samples shall also be furnished. Any proposed illumination techniques shall be indicated on the drawing.
- (8) One or more panoramic photographs shall include a general view of the street showing the building, site, and adjacent property (streetscape), and shall supplement individual photographs of the buildings immediately adjacent to and across from the site; and a frontal view of the buildings site from the street.
- (9) The DCC may require a contextual model showing the new building in the existing environment.

Accelerated Design Review

(A) *Application and documentation requirements.* The Developer (who may be the landowner, business owner, or agent thereof properly empowered) shall indicate to the Zoning Administrator that he seeks accelerated review upon application for preliminary design review. The procedures shall be identical except as specified herein.

- (1) The Developer shall submit illustrative documentation of proposed alterations necessary to convey essential information. The Zoning Administrator shall be authorized to adjust the required preliminary design documentation according to the proposed project's scope.

(2) The Developer shall be eligible for a reduced fee set by Hanahan City Council for accelerated design review.

Appeals

(B) *Application to the City of Hanahan.* The applicant appealing to the Design Control Committee shall undertake the following procedure.

(a) A completed application, together with the application fee for an appeal to the Design Control Committee, shall be filed with the Zoning Administrator at least twenty-five (25) days prior to the DCC meeting at which the request will be considered.

(b) *Required Information.* The applicant shall set forth a detailed description of the request on an application form provided by the Zoning Administrator. The completed application shall include the following information:

(i) A legal description and street address of the subject property, together with a property boundary map if the subject property is not explicitly delineated on the Zoning Map;

(ii) Six (6) copies of the Site Development Plan or building plans submitted as part of a Zoning Permit application reviewed and disapproved by the Zoning Administrator, where applicable, for the property for which relief is sought, as well as any documentation specified for design review necessary to illustrate conditions pertinent to the appeal.

(iii) Name, address, and phone number of the applicant;

(iv) Name of the property owner(s) and applicant's interest in the property if not the owner in fee simple title;

(v) Filing date of application;

(vi) Any other information deemed relevant by the Zoning Administrator; and

(vii) Applicant and property owner's signature(s).