



# Town of Summerville

200 South Main Street  
Summerville, SC 29483  
843.851.4214

**[For Office Use Only]**  
 Date Received/Initials: \_\_\_\_\_  
 BAR Meeting Date: \_\_\_\_\_  
 Notification Date of Neighbors: \_\_\_\_\_  
 Ad in Paper Date: \_\_\_\_\_  
 Architectural Rating: \_\_\_\_\_  
 Property Zoned: \_\_\_\_\_  
 COA Issue Date: \_\_\_\_\_  
 COA Expires: \_\_\_\_\_

## BOARD OF ARCHITECTURAL REVIEW APPLICATION (BAR)

**REQUIREMENTS:** This application, eight (8) hard copy sets, and a digital version of the submittal must be submitted to the Planning Department at least 15 days prior to the Board of Architectural Review meeting. For new construction over 700 square feet or demolition, applications and all items must be submitted 25 days prior to the meeting to allow for advertising.

**\*\*\*Applicants or a representative should be present for an item to be reviewed by the board. Incomplete applications will not be reviewed.\*\*\***

Project's complete address: \_\_\_\_\_

Project description: \_\_\_\_\_

\_\_\_\_\_

Review requested (please check one):  Conceptual  Preliminary  Final

Property owner name(s): \_\_\_\_\_

Property owner's phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's name: \_\_\_\_\_ Relationship to property owner: \_\_\_\_\_

Primary contact's name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Eight (8) copies of documents required for complete submittal (check all that apply):

*[All sets of plans eight copies total must be collated and no larger than 11 x 17"]*

- Application
- Digital copy of submittal
- Site plan/site analysis
- Schematic plan
- Sketch plan
- Elevations/plans (to scale)
- Drawings to scale
- Material samples
- Paint samples
- Photographs (of property)
- Photographs of neighboring properties
- Other
- Sign Application

*I certify that all information required is included and the application is complete. If an application is found to be incomplete, the primary contact will be notified and the application will be removed from the agenda. I also understand that any changes made to the drawings approved by the Board of Architectural Review must be resubmitted for approval of these changes or alterations. A Certificate of Occupancy will not be issued if the building and/or site and landscaping differ from the approved plans. This approval does not constitute approval by other boards or town departments. Before construction begins a building permit may be required.*

Signature of Property Owner/Date: \_\_\_\_\_ Signature of Applicant/Date: \_\_\_\_\_

### **[Board Approval Only]:**

Approved as Submitted  Approved as Noted  Disapproved  
 \_\_\_\_\_ Date of Preliminary Approval \_\_\_\_\_ Date of Final Approval

Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed by Chairman of the BAR