



# Town of Summerville

200 South Main Street  
Summerville, SC 29483  
843.851.4214

**[For Office Use Only]**  
Date Received/Initials: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

## COMMERCIAL DESIGN REVIEW BOARD (CDRB) APPLICATION

**REQUIREMENTS:** This application, eight (8) 11x17 size hard copy sets of plans, a digital copy (site, landscape, and architectural), and any applicable fees (see fee schedule) must be submitted to the Planning Department at least 20 days prior to the CDRB meeting. Applications must include all applicable information required in the CDRB checklist **and all sets of plans must be collated and folded**. Final plans must carry the seal of a registered architect or engineer licensed in the State of South Carolina.

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

Review requested (please check one):

- Conceptual Review (only requires photos of site, proposed building elevations, and site plan)
- Preliminary Approval (see checklist below)  Final Approval (see checklist below)

Preliminary Approval Granted On: \_\_\_\_\_

Project name: \_\_\_\_\_

Project address (if in shopping center, indicate name): \_\_\_\_\_

TMS#: \_\_\_\_\_ Property zoned: \_\_\_\_\_

Property owner/developer:

Name(s): \_\_\_\_\_ Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact:

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Architect:

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Landscape Architect:

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Engineer:

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The Commercial Development Design Review Board will meet at 4pm on: \_\_\_\_\_

*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 Commercial Design Review Board 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/Developer: \_\_\_\_\_ Date: \_\_\_\_\_

**[Board Approval Only]:**

Approved as Submitted    Approved as Noted    Disapproved

Date of Preliminary Approval \_\_\_\_\_ Date of Final Approval \_\_\_\_\_

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

**COMMERCIAL DESIGN REVIEW BOARD APPLICATION CHECKLIST**  
**MUST BE COMPLETED AND SUBMITTED WITH APPLICATION PACKAGE**

The CDRB meets the third Thursday of each month. Without exception, all required materials must be submitted by the close of business 20 days prior to the meeting to be placed on the agenda. Make sure to include eight (8) 11x17 size hard copy sets of plans and one digital copy to scale for staff review.

- Tax Map Number(s) for proposed property.
- Tree survey of parcel as well as proposed footprint of building(s). *(If applicable)*
- Site plan, drawn to scale showing exact size, shape and location of existing and/or proposed buildings.
- Site plan (see above) overlaid on tree survey of existing site. *(If applicable)*
- For signs, overall dimensions of sign(s), location and/or placement of sign, and dimensions of front of building.
- Advertising features and signs, including material type, lighting (if any), and colors. *(If applicable)*
- Floor plan.
- All proposed building elevations.
- Color rendering and/or samples of colors to be used in proposed project.
- Materials to be used in the proposed project (bring samples to meeting).
- Location and layout of parking areas and driveways.
- Pervious/impervious surface calculations.
- Proposed grade and drainage plans. *(If applicable)*
- Proposed water and sewer facilities including electrical gas, cable, etc. *(If applicable)*
- Landscaping plans including screening and fencing and showing any existing trees to be saved.
- Photometric plan of site lighting (manufacturer's specifications will be accepted) and cut sheets showing light fixtures and specifications (i.e. pole height). *(If applicable)*
- Photographs of the proposed project site, properties on either side of proposed site, and of properties across the street from the project site.

## 2019 CDRB Meeting Schedule

	<u>Submittal Deadline</u>	<u>Meeting Date</u>
January	28-Dec	17-Jan
February	1-Feb	21-Feb
March	1-Mar	21-Mar
April	29-Mar	18-Apr
May	26-Apr	16-May
June	31-May	20-Jun
July	28-Jun	18-Jul
August	26-Jul	15-Aug
September	30-Aug	19-Sep
October	27-Sep	17-Oct
November	1-Nov	21-Nov
December	29-Nov	19-Dec

Meetings 3rd Thrs begin at 4pm at Town Hall (200 S. Main St.)  
Fees apply

***Design Review Fee.*** Review fees are paid at submission of the preliminary application and shall be set as follows:

### **Fee Schedule:**

Conceptual	No Charge
0-5 acres	\$100.00
6-10 acres	\$150.00
11-20 acres	\$200.00
21-50 acres	\$300.00
51-100 acres	\$400.00
100+ acres	\$400.00 + \$2.00 per each acre or portion thereof over 100
Signs	\$25.00