



COMMERCIAL CORRIDOR DESIGN REVIEW BOARD

APPLICATION

CITY OF CHARLESTON
75 Calhoun Street, Third Floor

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY
Charleston, South Carolina 29401 843-724-3781 Fax : 843-724-3772 www.charlestoncity.info

Property Address:		TMS No.:
Review request:	For:	Meeting date requested:
<input type="checkbox"/> Conceptual	<input type="checkbox"/> Alterations / Additions	<input type="checkbox"/> Repairs or repaint with no changes
<input type="checkbox"/> Preliminary	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Final	<input type="checkbox"/> Sign(s) <input type="checkbox"/> Color Change	<input type="checkbox"/> Appeal Decision of Urban Design Staff

Property Owner:	Daytime phone:
Applicant:	Daytime phone:
Applicant's mailing address:	
City	State Zip
Applicant's e-mail address:	
Applicant's relationship: <input type="checkbox"/> Owner <input type="checkbox"/> Design Professional <input type="checkbox"/> Contractor <input type="checkbox"/> Real Estate Agent/Broker <input type="checkbox"/> Other	

In your own words describe what you are requesting:

Submittal Requirements:

- Completed CCDRB application
- Application fee (only at initial review)
- 4 copies of photographs of site, adjacent properties, and/or existing conditions at sufficient size for review (only at initial review)
- 5 sets (or 3 sets if Staff Review) of bound drawings with a maximum size of 24" x 36". See [CCDRB Submittal Requirements](#) supplement for complete information.
- Electronic submittal information. See [CCDRB Submittal Requirements](#) supplement for complete information.
- Contextual model if requested by Board or Urban Design Staff.

INCOMPLETE APPLICATIONS WILL NOT BE INCLUDED ON A BOARD AGENDA.

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be posted and inspected, and the application heard by the Commercial Corridor Design Review Board of the City of Charleston on the meeting date specified.

Applicant's signature: _____ **date:** _____

Print name legibly: _____



COMMERCIAL CORRIDOR DESIGN REVIEW BOARD

LIST OF CORRIDORS UNDER REVIEW

CITY OF CHARLESTON
75 Calhoun Street, Third Floor

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY
Charleston, South Carolina 29401

843-724-3781 Fax : 843-724-3772

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On a parcel **having frontage on any of the commercial corridors listed below**, Commercial Corridor Design Review Board (CCDRB) approval is required for the following prior to the issuance of a building permit:

Demolition of any structure, regardless of type.

New construction, alterations, painting, or repairs to existing structures, proposed signs, etc., of any commercial structure or any multi-family residential development with eight or more units.

ALL PROPERTIES LOCATED WITHIN
THE GATHERING PLACE (GP)
DISTRICT

ASHLEY RIVER ROAD (S.C. 61)

BEES FERRY ROAD

BOHICKET ROAD

BRIGADE STREET

CAINHOY ROAD

CENTRAL PARK ROAD

CITADEL HAVEN DRIVE

CLEMENTS FERRY ROAD

DANIEL ELLIS DRIVE

DANIEL ISLAND DRIVE

DANIELS LANDING DRIVE

DUPONT ROAD (Savannah Hwy. to
Sam Rittenberg Blvd.)

ELLIS OAK AVENUE

FAIRCHILD STREET

FISHBURNE STREET (Lockwood Blvd.
to President St.)

FOLLY ROAD

GLENN MCCONNELL PKWY.

HAGOOD AVENUE (Old and
Historic District Boundary to
Fishburne St.)

HARBORVIEW ROAD

HENRY TECKLENBERG DRIVE

HIGHWAY 41

HORIZON STREET

HUGER STREET (King St. to Morrison
Dr.)

INTERSTATE 26

ISLAND PARK DRIVE

JAMES ISLAND EXPRESSWAY

KING STREET (outside the Old and
Historic District)

LOCKWOOD BOULEVARD (outside
the Old and Historic District)

MAIN ROAD

MARK CLARK (I-526)

MARY ADER AVENUE

MAYBANK HIGHWAY

MEETING STREET (outside the Old
and Historic District)

MORRISON DRIVE

OLD TOWN ROAD (S.C. 171) (and
adjacent frontage roads)

ORLEANS ROAD (Savannah Hwy. to
Savage Rd.)

PIERVIEW STREET

RIVER ROAD

RIVER LANDING DRIVE

ROMNEY STREET

RUTLEDGE AVENUE (outside the
Old and Historic District)

SAINT ANDREWS BOULEVARD

SAM RITTENBERG BOULEVARD
(S.C. 7) (and adjacent frontage
roads)

SAVAGE ROAD

SAVANNAH HIGHWAY (S.C. 17)
(and adjacent frontage roads)

SEVEN FARMS ROAD (including
off-ramps from I-526 to Seven
Farms Road)

SHELBY RAY COURT

SKYLARK DRIVE

THOMAS ISLAND DRIVE

TOWN CENTER DRIVE (aka West
Ashley Town Center Drive)

WAPPOO ROAD (Savannah
Hwy. to Sam Rittenberg Blvd.)

WESLEY DRIVE

WEST ASHLEY CIRCLE

WEST WILDCAT BOULEVARD



COMMERCIAL CORRIDOR DESIGN REVIEW BOARD

SUBMITTAL REQUIREMENTS FOR DEMOLITION

CITY OF CHARLESTON

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DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY

GENERAL INFORMATION: The Commercial Corridor Design Review Board (CCDRB) was established in 1999. As stated in the City of Charleston Zoning Ordinance, the purpose of the board is "to establish a review process that will protect and improve the visual and aesthetic character and economic value" of development within the City of Charleston. The CCDRB reviews new construction, exterior alterations, and signage for commercial or non-residential (more than eight multi-family units) projects as well as requests for demolition of structures fifty years and older where the property lies within the designated corridors (see CCDRB list of streets for jurisdiction). Projects that are less than 3000 square feet, with certain restrictions, may be reviewed at staff level and are not required to go before the board. Contact the Urban Design staff for more information.

Board meetings are held at 5:00 p.m. on the second and fourth Thursdays of each month at 75 Calhoun Street, third floor, City of Charleston Conference Room. Deadline for applications is 12:00 noon on the Wednesday prior to the meeting date. For meeting schedules, application forms, or additional information, please contact the City of Charleston's Department of Design, Development and Preservation staff.

The following information is to be submitted in both hardcopy and digital format. Digital format requirements: Photos are to be jpeg format. Site plans and architectural plans are to be in pdf format. The aforementioned digital submittals should be in read-only format, named using the following naming format: (document name)(meeting date).fileextension (ex. SitePlan2.8.07.pdf)

DEMOLITION REVIEW:

- Completed application form and fee.
- **5 copies** of a Site Plan or survey, to scale, depicting structure(s), or portions of structures, to be demolished, including site features, surrounding buildings, and adjacent streets.
- Photographs (4 sets) of all sides of the structure(s), including existing conditions, signs, and site features. Interior photographs which help to indicate the structural condition should be submitted as well.
- **5 copies** of a structural engineer's report assessing the structural integrity and overall condition of the building. (Not required if structural condition of building is not reason given for demolition request.)
- If possible, provide historical research, photos, etc., indicating the date of construction of the original structure and any subsequent additions or alterations. The Architecture and Preservation staff is available to assist with research if necessary.
- An on-site meeting with City Staff (and possibly the CCDRB members) may be required for demolition requests of significant structures.

**Commercial Corridor Design Review Board
City of Charleston**

Policy Statement:

Lighting

Appropriate lighting levels are necessary as a way of providing environments free of light pollution while at the same time providing for well lit secure areas.

1. **Buildings:**
 - a. Fixture Style and Size: Fixtures are to be appropriate in style and size to the building.
 - b. Fixture Number and Location: The primary use of fixtures is not to be for decoration; nor are fixtures to be used as a way of attracting attention to a building. The primary use of fixtures should be to safely light and identify building entrances.

2. **Parking Structures:**
 - a. Fixture Style for Rooftop Level: Pole mounted fixtures are not to be used. Fixtures are to be wall mounted and are not to extend above the top of the roof parapet.
 - b. Fixture Style for All Levels: Generally, fixtures are to have a concealed light source, semi-opaque lens or shielded to reduce glare and excessive light spillage outward from the building.
 - c. Lighting Level: Lighting levels are not to exceed fifteen (15) foot candles.

3. **Gasoline Canopies:**
 - a. Fixture Style: The light source from fixtures is to be concealed. Fixtures are to be recessed into the canopy with the fixture lens mounted flush with the canopy surface.
 - b. Lighting Level: Lighting levels are not to exceed fifty (50) foot candles.

4. **Site:**
 - a. Parking Lot Fixture Style: Fixtures are to be appropriate to the architectural style of the building. Generally, fixtures are to have a concealed light source or semi-opaque lens to reduce glare.
 - b. Parking Lot Fixture Height: Fixture heights are not to exceed eighteen (18) feet in height.
 - c. Parking Lot Lighting Level: Lighting levels are not to exceed five (5) foot candles.

The above criteria are intended as general guidelines. Applications for lighting shall be considered on a case by case basis.

**Commercial Corridor Design Review Board
City of Charleston**

Policy Statement:

Signs

Appropriate signage is necessary as a way of identifying businesses and developments. It is also important that these signs contribute to and not detract from the aesthetic qualities of a site or building. All signs within the jurisdiction of the Commercial Corridor Design Review Board are reviewed on a case by case basis. Although the requirements of Article 4 titled "Sign Regulations" of the City of Charleston Zoning Ordinance will apply in most instances, the Board or its designated staff representative has the right to vary from Article 4 when deemed appropriate due to a buildings location, character or architectural features.

1. **Board Review:** All signs associated with new developments, or existing developments undergoing alterations and / or additions, will require approval by the board. These signs must be submitted to the board as part of the development submittal to ensure that their design is compatible with the project's overall design. Only in special cases should the board review signs separately from the rest of the development.
2. **Staff Review:** All signs for existing developments and/or buildings not undergoing exterior alterations or additions will require approval by staff only. Staff is to use the following criteria in conjunction with Article 4 when reviewing a sign submittal:

Freestanding Signs:

- a. All new freestanding signs are to be designed as monument signs. The use of pole signs is not permitted.
- b. Pole skirts are to be added to exposed poles on all existing signs being refaced. Generally, pole skirts are to be at least one-third the width of the sign cabinet.
- c. When appropriate, freestanding signs are to incorporate building materials colors and design elements found on the principal structure. For example, if a building is brick, then it may be appropriate to incorporate the same or similar brick into the design of the sign.
- d. The application of extraneous information to a freestanding sign, such as services provided by the business, telephone numbers, hours of operation, and etcetera, is not to be permitted. This information may be allowed in certain cases as window graphics.

Façade Signs:

- a. All new façade signs are to be reviewed on a case-by-case basis. A façade sign is to be proportionate to the building façade and the area of the building façade.
- b. In order to provide a consistent and unified look within new multi tenant developments, such as shopping centers and office parks, all tenant signs are to be similar in type, color, font size, font style, and method of illumination.
- c. When reviewing signs within existing multi tenant developments, the type, and method of illumination, of existing signs within the development is to be taken into consideration.
- d. The application of extraneous information to a building façade, such as services provided by the business, telephone numbers, hours of operation, etcetera, is not to be permitted. This information may be allowed in certain cases as window graphics.
- e. The use of cabinet or box signs is prohibited unless used in a multi tenant development where the predominant sign type is box or cabinet.
- f. Generally, the use of exposed neon is not allowed.
- g. Façade signs for businesses occupying space above the ground floor of a building are generally not allowed. Identification for these businesses is to be limited to the ground floor door leading to the upper floor space.

Awning Signs:

- a. The use of awnings for the primary purpose of providing signage is not permitted.
- b. When text or graphics are applied to awnings, they are to be of a scale that does not dominate the awning. Generally text and graphics are to be limited to the flap only.
- c. Internal illumination of semi-opaque awnings is not to be permitted.
- d. All awnings must be appropriate to the architectural style of the building and sized to fit the window and / or door opening.
- e. Awnings are to be used above window and door openings at the street level only.

**Commercial Corridor Design Review Board
City of Charleston**

Policy Statement:

Single and Double Hung Windows

Windows are a major character defining feature of a building and should be of good quality, have sufficient relief and depth, and good materials and details.

1. Materials:
 - a. New construction and non-historic structures may utilize aluminum clad, vinyl clad or solid wood windows. The use of solid vinyl windows is not permitted.

2. Lite Divisions:
 - a. New construction and non-historic structures may utilize simulated divided lites provided an exterior and interior muntin bar and thermal bar (between the two panes of glass) is used.
 - b. Lite division patterns are to be appropriate to the individual building and neighborhood context.

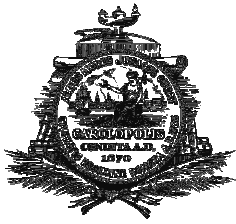
3. Trim and Positioning within Openings:
 - a. Window trim is to be appropriate to the context of its installation. Brick molding is encouraged in masonry installations. Window casings used in wood or cementitious siding installations should be of an appropriate thickness to provide relief from the siding.
 - b. Windows are not to be flush mounted with the exterior walls. Windows are to be located as far inward into the wall to maximize depth and shadow. This is particularly important in stucco or brick applications; alternate detailing should be explored to provide a maximum window recess.

4. Glazing:
 - a. Generally, glazing is to be clear with no tinting.
 - b. New construction and non-historic structures may utilize insulated glazing.
 - c. Historic structures are to utilize single pane glazing.

5. New Windows in Historic Structures:
 - a. Historic windows in historic structures shall be repaired when possible and only be replaced when absolutely necessary.
 - b. New windows in historic structures shall be appropriate to the historic building in size, material, lite cut, and etcetera.

6. Window Sample:
 - a. A full size window is to be presented to the Board when submitting for Preliminary review.

The above criteria are intended as general guidelines. Applications for windows shall be considered on a case by case basis.



COMMERCIAL CORRIDOR DESIGN REVIEW BOARD

SAMPLE PANEL GUIDELINES

CITY OF CHARLESTON

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SAMPLE PANEL GUIDELINES:

1. The intent of the sample panel as requested by the Board is to provide a means by which the materials, workmanship, and color palette of a particular building's final construction can be reviewed on-site by members of the Board, prior to beginning construction.

2. The sample panel should include all major components of the building in order to allow for a clear representation of how each type of construction will appear in context with adjacent materials and within the building's context. These components include:

All major materials.

Window and/or doors. The panel should indicate how the head, jamb, and sill details will work, as well as how the window or door materials and color will relate to adjacent materials.

Material transitions. This would include the transition of a building's limestone base to a stucco building body, for example. Also relevant would be the joint detail of the limestone, for review of pattern, mortar color, etc.

Roof, eave, and fascia conditions.

Any special finishes or details. Examples would be any decorative grille work, railings, brick shapes, or cast medallions that are repeated and thus make up a substantial effect on the building's appearance.

3. It is important to note that the exterior materials are not considered approved until after review of the sample panel by the Board. As such, the sample panel should be built early in the construction process, prior to the installation of any exterior finish materials or building components (i.e., brick, stucco, siding, windows, etc.). Installation of any exterior finish materials or building components prior to approval of the sample panel may result in a Stop Work Order of the project until those materials have been reviewed and approved by the Board.

4. Once the sample panel is complete, the review of the panel should be submitted for review on the next CCDRB agenda. Submittal requirements include a completed CCDRB application and photo(s) of the completed panel.

5. The sample panel is to remain in place until the project has received substantial completion or as otherwise determined by City Staff.



COMMERCIAL CORRIDOR DESIGN REVIEW BOARD

SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION AND ALTERATIONS

CITY OF CHARLESTON
75 Calhoun Street, Third Floor

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY
Charleston, South Carolina 29401 843-724-3781 Fax : 843-724-3772 www.charlestoncity.info

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The following information is to be submitted in both hardcopy and digital format. Digital format requirements: Photos are to be jpeg format. Site plans and architectural plans are to be in pdf format. The aforementioned digital submittals should be in read-only format, named using the following naming format: (document name)(meeting date).fileextension (ex. SouthElevation2.8.07.pdf)

CONCEPTUAL REVIEW: Review of the general height, scale, and mass of a building or addition as it relates to its site, its street context, and the City of Charleston. A pre-design conference with City Staff is suggested for significant new construction projects prior to application for Conceptual Review.

- Completed application form and fee.
- **5 sets** (or 3 sets if Staff Review) of drawings as described below. The maximum drawing size is 24" x 36".
 - Site plan, to scale, depicting:
 - Proposed layout of all structures (include property lines and adjacent streets).
 - Proposed layout of all driveways, walkways, parking areas, walls, mechanical equipment, etc.
 - Parking analysis indicating number of parking spaces required and number of spaces provided.
 - Existing building(s) adjacent to the property.
 - Any demolition of existing site features.
 - The site plan shall show the ground floor plan and how it relates to the site.
 -
 - Conceptual Landscape plan, to scale, depicting:
 - All landscape buffers, parking lot tree islands, tree survey depicting all trees to be retained / removed.
 - Architectural drawings, to scale, depicting:
 - Floor plans.
 - Elevations (including general notations regarding materials and dimensions).
 - **Each individual elevation should be depicted on a separate page so that details and notes are of sufficient size for review.**
 - Include documentation of existing grade/flood plain requirements where relevant.
 - Where an addition to an existing building is proposed, provide existing plans and elevations, noting any removal of existing building elements.
- Photographs (4 sets) of all sides of existing site and structure (if any). Also include photographs of surroundings sufficient to explain context. This includes, but is not limited to, buildings, signs, and site features.
- For new construction, provide a Streetscape Elevation drawn to scale, of adjacent buildings, and across street. The proposed new construction must be included in the streetscape for comparison.
- Scale model (unless not required by the City Staff and/or Board due to size of project).

SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION, ALTERATIONS, AND RENOVATIONS (CONTINUED)

PRELIMINARY REVIEW: Review of a project's overall design as developed from the conceptual level to design development. A pre-design conference with City Staff is suggested for significant new construction projects prior to application for Preliminary Review.

- Completed application form and fee (a fee is only required with the initial submittal).
- **5 sets** (or 3 sets if Staff Review) of drawings to scale as described below. The maximum drawing size is 24" x 36".
 - Site plan, Streetscape, Photographs:
 - See Conceptual Review requirements.
 - Landscape plan:
 - All landscape buffers, parking lot tree islands, and tree survey depicting all trees to remain and any to be removed.
 - Planting schedule, planting details, etc.
 - Architectural floor plans (all floors), in addition to Conceptual Review requirements, depicting:
 - Arrangement of interior spaces.
 - Locations of windows and doors.
 - Mechanical equipment (exterior).
 - Electrical meter location and electrical service access.
 - The relationship between the ground floor and the site (sidewalks, walls, etc.).
 - Where an addition to an existing building is proposed, provide existing floor plans noting any removal of existing building elements.
 - Architectural elevations (all exterior sides) depicting:
 - Proposed materials, including those for walls, roofs, chimney flues, gutters and downspouts, and porches, window types, etc.
 - Existing grade and proposed grade, with finished floor elevations, and building height.
 - Mechanical vents and equipment.
 - Location and type of outdoor lighting fixtures.
 - Design and location of signage.
 - Where an addition to an existing building is proposed, provide existing elevations noting any removal of existing building elements.
 - Building Sections and Wall Sections (both typical and atypical) depicting:
 - Vertical dimensions.
 - Building Sections should depict those areas where significant changes in the building's volume occur (i.e., one section may be through a two-story brick tower and another through a glass-enclosed entry element) and should be at sufficient scale for review (typically 1/4" min.).
 - Similarly, Wall Sections should depict the various construction systems and materials of the building (i.e., not simply a "typical" wall section).
 - The Wall Section(s) should be at a sufficient scale (3/4" min.) for review of material relationships, and generally should depict the wall construction from the ground plane to the building's parapet or eave line.
 - Material selections including:
 - Samples, brochures, and/or photographs of all exterior materials, finishes, windows, and fixtures.
 - Samples are primarily required for atypical materials (i.e., a synthetic cornice) and not for wood, stucco, etc.
 - Color rendering or three-dimensional drawings (for significant projects).
 - Scale model (unless not required by the City Staff and/or Board due to size of project).

FINAL REVIEW: Review of the final construction drawings and proposed materials.

- All requirements as outlined for Preliminary Review.
- Final architectural details sufficient for construction purposes and which depict materials and methods of each type of construction affecting the exterior appearance of the structure or as specifically requested by Commercial Corridor Design Review Board.
- An on-site, full-scale sample panel may be required by the CCCRDB for review of materials and craftsmanship.