



BOARD OF ARCHITECTURAL REVIEW

APPLICATION / CERTIFICATE OF APPROPRIATENESS

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"/> Preliminary <input type="checkbox"/> Final	<input type="checkbox"/> Alterations / Additions <input type="checkbox"/> New Construction <input type="checkbox"/> Signage <input type="checkbox"/> Color Change	<input type="checkbox"/> Repairs or repainting with no changes <input type="checkbox"/> Demolition <input type="checkbox"/> Appeal Decision of Preservation Staff

Property Owner:	Daytime phone:
Applicant:	Daytime phone:
Applicant's mailing address:	
City:	State: Zip code:
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	

Total heated square footage (new construction):	If multi-family, no. of units:
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In your own words describe what you are requesting:

Submittal Requirements: (See [BAR Submittal Requirements](#) supplement for complete information.)

- Zoning approval obtained and/or initial TRC review completed
- Completed BAR application
- Application fee (only at initial review)
- 5 copies of photographs of site, adjacent properties, and/or existing conditions at sufficient size for review (only at initial review)
- 5 half-size sets (or 3 half-size sets if Staff Review) of bound drawings
- CD of all required information in digital format
- Contextual model if requested by Board or Preservation Officer

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 Board of Architectural Review of the City of Charleston on the meeting date specified. **I understand that it is my responsibility to obtain all necessary approvals from other city departments, and that all zoning requirements must be satisfied prior to the project's being placed on a Board of Architectural Review agenda.**

Applicant's signature: _____ date: _____

Print name legibly: _____

BOARD OF ARCHITECTURAL REVIEW

City of Charleston

Policy Statement: May 28, 2008

Charleston Standards

By motion of the Board of Architectural Review at the May 28, 2008 meeting, the following Charleston Standards were adopted. These Charleston Standards are intended to aid the Board as guiding principles in the review of historic and proposed structures and their properties in the Old and Historic District and the Old City District.

Therefore, the Board of Architectural Review makes the following statement of policy:

Charleston Standards

A clear vision and strong design principles will help guide the Board of Architectural Review in its decisions. Recognizing that Charleston is unique in its collection of historically and architecturally significant buildings, the standards below have been adapted from the Secretary of the Interior's Standards for the Treatment of Historic Properties. These basic principles were created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs.

The Charleston Standards apply to historic buildings of all periods, styles, and types. They are intended to be applied in a reasonable manner, taking into consideration economic and technical feasibility; they are not hard and fast rules, but rather are meant to serve as principles to assist in determining appropriate treatments for historic buildings.

1. The historic character of a property should be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property may negatively impact the historic character and should be avoided.

2. The buildings of Charleston provide a physical record of their time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, obscure that record and are not encouraged.

3. Many of Charleston's buildings have evolved over time. Changes to a property that have acquired historic significance in their own right should be retained and preserved as a part of its history.

4. Charleston has a tradition of expert craftsmanship in even its simplest structures. Examples of craftsmanship such as distinctive materials, architectural features, finishes, and construction techniques should be protected.

5. It is important to maintain the historic fabric of Charleston as much as possible; therefore, deteriorated historic features should be repaired rather than replaced. When deterioration is so severe that replacement is necessary, the new feature should match the old in design, color, texture, and, where possible, materials. Wherever possible, replacement of missing features should be substantiated by documentary and physical evidence.

6. Chemical or physical treatments should be matched to the period of the building on which they are used. They should be undertaken using the gentlest means possible. Modern treatments that may cause damage to historic materials should not be used.

7. Additions or exterior alterations to historic properties should be sympathetic to historic materials, features, and spatial relationships that characterize the property. The new work should be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property and its setting. To respect the authenticity of the historic structure and its context and setting, the new alterations or addition should be clearly discernible from the old. The differentiation may or may not be stylistic, and may be as subtle as a change in building footprint, material, or other means.

8. New construction should be sympathetic to the historic features that characterize its setting and context. To respect the significance of the historic context, the new work should respect the historic materials, features, size, scale, proportions, and massing of its setting.

9. Additions, adjacent or related new construction, and modifications should be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its context and setting remain unimpaired.

APPROVED BY RESOLUTION:

Sallie Duell, Chair
Board of Architectural Review

Date

BOARD OF ARCHITECTURAL REVIEW
City of Charleston

POLICY STATEMENT: HURRICANE PROTECTION PANELS

By motion of the Board of Architectural Review at the September 13, 2006 meeting, the following guidelines were adopted regarding the installation of Hurricane Protection Panels installed in the Old and Historic District and the Old City District.

The Board understands the necessity of allowing property owners, particularly those of historic buildings, to protect their structures in the event of an impending storm through the use of hurricane panels over door and window openings. It is also imperative that where possible as little alteration to the historic fabric occur. Therefore, the following guidelines should be followed:

1. Where possible, existing swing-type shutters should be used in lieu of panelized systems. In many instances, installation of these types of traditional shutters may be preferable to a panel system, depending on the building under consideration. (Note that in the case of historic buildings, the shutters must be made of wood.)
2. Any panel system should be installed in a manner that is completely reversible, resulting in as little damage to the fabric of the building as possible.
3. Permanent fasteners:
 - a. Shall be a recessed "female"-type, installed such that the face is flush with the existing trim material.
 - b. The fasteners shall be stainless steel or other rustproof material, and shall be painted to match the adjacent trim.
 - c. The number of fasteners installed shall be as few as possible to meet the manufacturer's recommendations.
 - d. Fasteners should be set in sealant to minimize water intrusion and potential deterioration of historic material.
 - e. Any caps installed over the fasteners should be painted to match the adjacent trim.
4. Installation of the panel itself is only allowed in the event of an approaching storm, and must be removed within 14 days once the threat has passed.
5. No other more visible permanent alterations, such as tracks, metal angles or other supports, raised bolts, etc., shall be permitted.
6. The panel shall fit within the opening (as opposed to the face of the adjacent wall surface) if at all possible.
7. In the case of masonry buildings, the panel shall fit within the masonry opening and be attached to the door or window trim if possible. If it is necessary to insert the permanent fasteners to a

brick surface, the fasteners should be installed within the mortar joints.

8. Where plywood panels are to be simply installed over openings, screws are encouraged in lieu of nails to minimize damage to historic fabric.
9. This Policy Statement also encourages the use of interior panel systems for protection where possible to minimize damage to exterior historic fabric.

The above criteria are intended as general guidelines. Applications for the installation of hurricane panel systems shall be considered on a case-by-case basis.

APPROVED BY RESOLUTION

Toya H. Green, Chair
Board of Architectural Review

Date

BOARD OF ARCHITECTURAL REVIEW
CITY OF CHARLESTON

Policy Statement: June 13, 2007

Use of Mechanical Tools

By motion of the Board of Architectural Review at the June 13, 2007 meeting, the following guidelines were adopted concerning the use of mechanical tools in the rehabilitation of historic properties where under the purview of the B.A.R.:

1. **Paint Removal:** As described in the Secretary of Interior's Standards for the Treatment of Historic Properties, paint removal from historic buildings—with the exception of cleaning, light scraping, and hand sanding as part of routine maintenance—should be avoided unless absolutely essential.

Where paint must be removed, abrasive measures using mechanical means such as rotary drill attachments (disk sanders, wire strippers, etc.), belt sanders, waterblasting, and sandblasting are strongly discouraged, as these tools have the clear potential to damage historic fabric and are largely unnecessary. Orbital sanders may be used, provided no damage occurs.

2. **Mortar Removal:** Generally speaking, mortar that has substantially failed to the point of requiring re-pointing typically requires minimal effort for removal and/or may have already been displaced.

Where mortar is deemed necessary for removal, mechanical tools such as electric chisels, rotary drill attachments, etc., are strongly discouraged. Similar to above, these tools can cause irreparable harm to historic masonry.

The above criteria are intended as general guidelines in order to discourage the use of the mechanical tools, and apply to other materials and locations in rehabilitation and renovation work where historic fabric is present.

Any damage to historic fabric through the use of the tools, such as gouging, pitting, circular depressions, cutting of brick, etc.—WILL RESULT IN THE ISSUANCE OF AN IMMEDIATE STOP WORK ORDER, and the building permit will be revoked. In many cases, a Municipal Summons will be issued, requiring appearance before Livability Court, and may result in a fine and/or incarceration. Work will not be allowed to commence until any damage is repaired, reviewed and approved by the B.A.R.

APPROVED BY RESOLUTION

Sallie Duell, Chair
Board of Architectural Review

June 13, 2007

BOARD OF ARCHITECTURAL REVIEW
CITY OF CHARLESTON
Policy Statement update from 4/10/85

Piazza Enclosures

When considering an application for the enclosure of a piazza, the Board of Architectural Review (BAR) must consider the historic, architectural, and aesthetic features of the piazza, the nature and character of the surrounding area, the use of the structure and the piazza, and the importance to the City. The BAR will make the following observations when hearing such an application:

1. The Charleston piazza/porch is a building feature unique to, and closely identified with, the architectural history and urban character of the city.
2. This unique feature of the Charleston Single House should be preserved in order to retain the prevailing character of our vernacular architecture.
3. To enclose the piazza and incorporate it into the interior of a building eliminates this unique feature, and eliminates the use of the piazza as a transitioning space between the interior and its surrounding urban environment.
4. Enclosing piazzas in whole, or in part, may result in irreversible damage to our architectural heritage.

Therefore, the Board of Architectural Review resolves closely to review applications for piazza enclosures, and will consider those applications which, after review by the Preservation Officer, meet the following criteria:

1. The necessity for the additional area, which results from the enclosure, must be sufficiently compelling and extreme that no other alternative could reasonably accomplish this purpose. The applicant must demonstrate through floor plans, elevations, and photographs, that any other alternative solution shall result in unacceptable alterations to the historic fabric of the structure.
2. The location of the piazza enclosure shall be to the rear of the piazza, be minimal in size, and not alter the conceptual relationship between the house and the piazza.

BOARD OF ARCHITECTURAL REVIEW
CITY OF CHARLESTON

Policy Statement: August 24, 2005

Screening of Piazzas and Porches

By motion of the Board of Architectural Review at the August 24, 2005 meeting, the following guidelines were adopted concerning screening of piazzas and porches in the Old and Historic District and the Old City District.

The piazza is a building feature unique to, and closely identified with, the architectural history and urban character of Charleston. This unique feature of the Charleston Single house should be preserved in order to retain the prevailing character of our vernacular architecture. Likewise, porches are character-defining features of historic buildings and should be preserved.

1. Screening for a piazza or porch should be installed in a manner that is completely reversible, resulting in as little damage to the fabric of the building as possible.
2. The framework of the screening should be as minimal as possible.
3. The framework should be constructed interior to the columns, porch beam, and balustrade so that these elements remain in the forefront.
4. The color of the framework should generally be flat black so it recesses into the background or painted to match the columns and balustrade. This will be evaluated on a case-by-case basis.
5. Aluminum screening will not be permitted.

The above criteria are intended as general guidelines. Applications for screening piazzas and porches shall be considered on a case-by-case basis.

APPROVED BY RESOLUTION

Toya H. Green, Chair
Board of Architectural Review

Date

Board of Architectural Review

City of Charleston

Policy Statement: Signage

By motion of the Board of Architectural Review at the November 28, 2007 meeting, the following guidelines were adopted regarding the installation of signs in the Old and Historic and Old City Districts:

As part of the built environment, signs have a significant visual impact. In the past, businesses were primarily locally-owned and signs reflected local aesthetics. In the global age, many businesses answer to national or international corporate entities. Signs developed by these global marketers are often intended for suburban, high-traffic areas and are not compatible with pedestrian-oriented streets. Therefore, the Board of Architectural Review makes the following statement of policy:

1. Standard corporate sign packages that make no reference to their context, surroundings, or background generally will not be allowed. Signs should respect the size, scale and design of the building.
2. Signs should be viewed as part of an overall graphics system for a building. If multiple tenants occupy one building, their signs should be coordinated in terms of size and placement.
3. Signs should contain the business name and the minimum amount of information necessary to convey the type of business. Repetitive signs or extraneous information will not be allowed.
4. Sign materials should be compatible with those of the historic building and should not obscure significant architectural features. Lighted signs generally are not appropriate for the historic district.
5. Signs should be attached to the building carefully to prevent damage to historic fabric (for example, fittings should penetrate mortar joints rather than brick).
6. This policy statement is intended to supplement, not supersede, previous site specific signage policy statements.

APPROVED BY RESOLUTION:

Sallie M. Duell
Sallie Duell, Chair
Board of Architectural Review

1-9-08
Date

BOARD OF ARCHITECTURAL REVIEW
CITY OF CHARLESTON

Policy Statement-February 28, 2001

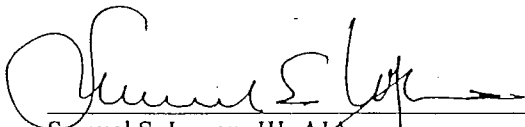
As non-conforming signs in Charleston are changed, the City and the BAR have a unique opportunity to improve the visual quality and character of the western end of the Spring and Cannon Street Corridor.

By motion of the Board of Architectural Review at their February 28, 2001 meeting, the following guidelines were adopted for the above mentioned signs to aide the general public and the Preservation staff as these signs are changed:

1. Size: Each sign shall be evaluated on a case-by-case basis. Generally, the height shall be limited to no taller than 12 feet, with each sign face no greater than 35 square feet.
2. Materials: The sign shall incorporate materials, colors, and design elements that are appropriate to the surrounding context. Plastic sign faces are not allowed.
3. Illumination:
 - a. Externally Illuminated: Light sources shall be shielded in order to direct light onto the sign face only. Fixtures shall be hidden through planting or other means unless the fixtures are decorative. Light output shall be a maximum of 10 foot-candles.
 - b. Internally Illuminated: Sign face is to be constructed of aluminum or similar material. Text and/or graphics are to be routed from the sign face and backed with translucent plastic to form the only lighted portion of the sign.
 - c. Channel Letters: Reverse-channel letters (backlit) may be used.
 - d. Neon: The use of exposed neon is generally not permitted.
4. Extraneous Information: The application of extraneous information, such as telephone numbers, hours of operation, etc., is not permitted.
5. Directional Signs: Parking lot directional signs, etc., are not to be illuminated.
6. Readerboards: The use of readerboards will not be permitted.

The above criteria is intended to provide a general framework for sign design and approval in this area of the city of Charleston. Staff is to address each application on a case by case basis.

APPROVED BY RESOLUTION



Samuel S. Logan, III, AIA
Chair, Board of Architectural Review

2/28/01

February 28, 2001

BOARD OF ARCHITECTURAL REVIEW
City of Charleston

Policy Statement: January 8, 2003 (Revised from September 12, 2001)

King Street Signs/Awnings

By motion of the Board of Architectural Review at their January 8, 2003 meeting, the following guidelines were adopted for King Street signage to aid the general public and the Preservation Staff as new signs are reviewed

1. Design: Each sign shall be evaluated on a case-by-case basis. Generally a façade sign shall be appropriately proportioned to the storefront, and its design shall be compatible with the architectural style of the façade.
2. Materials:
 - a. The signs shall incorporate materials, colors, and design elements that are appropriate to the surrounding context.
 - b. Individually pin-mounted letters are encouraged as generally they do not detract from the architecture.
 - c. Channel letters, sandblasted signs, and plastic letters or sign faces generally will not be permitted.
 - d. No reader boards.
3. Illumination:
 - a. External or internal illumination generally will not be permitted.
 - b. The use of exposed neon is generally not permitted.
 - c. No flashing electronic signs will be permitted.
 - d. Parking lot directional signs are not to be illuminated.
4. Banners: Banners generally will not be permitted on King Street.
5. Menu Boards: Menu boards shall not exceed six (6) square feet. Permanently displayed menus may be properly installed inside the business window, or in an approved wall-mounted display case adjacent to the business entrance.
6. Right angle signs are generally not permitted.
7. The application of extraneous information, such as telephone numbers, hours of operation, products and/or services sold, etc., is not permitted on façade signs. Some of this information may be permitted as window graphics.
8. Awnings:
 - a. Awnings should fit over only the opening that it covers and not extend across the entire façade.
 - b. Vinyl will not be permitted.
 - c. Graphics generally will only be permitted on the valence.
9. King Street Standards (existing free-standing sidewalk signs) are in the process of being removed. New signs for these will not be approved.

The above criteria are intended to provide a general framework for sign design and approval in this area of the City of Charleston. Staff is to address each application on a case-by-case basis.

APPROVED BY RESOLUTION

Dwayne Green
Chair, Board of Architectural Review

January 8, 2003

BOARD OF ARCHITECTURAL REVIEW

City of Charleston

Policy Statement: January 8, 2003

Market Street Signs/Awnings

By motion of the Board of Architectural Review at their January 8, 2003 meeting, the following guidelines were adopted for Market Street signage to aid the general public and the Preservation Staff as new signs are reviewed

1. Design: Each sign shall be evaluated on a case-by-case basis. Generally a façade sign shall be appropriately proportioned to the storefront, and its design shall be compatible with the architectural style of the façade.
2. Materials:
 - a. The signs shall incorporate materials, colors, and design elements that are appropriate to the surrounding context.
 - b. Individually pin-mounted letters are encouraged as generally they do not detract from the architecture.
 - c. Channel letters, sandblasted signs, and plastic letters or sign faces generally will not be permitted.
 - d. No reader boards.
3. Illumination:
 - a. External or internal illumination generally will not be permitted.
 - b. The use of exposed neon is generally not permitted.
 - c. No flashing electronic signs will be permitted.
 - d. Parking lot directional signs are not to be illuminated.
4. Banners: Banners generally will not be permitted on Market Street.
5. Menu Boards: Menu boards shall not exceed six (6) square feet. Permanently displayed menus may be properly installed inside the business window, or in an approved wall-mounted display case adjacent to the business entrance. Only one menu board will be permitted per establishment.
6. Right angle signs:
 - a. Will generally not be permitted in conjunction with façade signs or awnings.
 - b. Shall not exceed nine (9) square feet in size.
7. The application of extraneous information, such as telephone numbers, hours of operation, products and/or services sold, etc., is not permitted on façade signs. Some of this information may be permitted as window graphics.
8. Awnings:
 - a. Awnings should fit over only the opening that it covers and not extend across the entire façade.
 - b. Vinyl will not be permitted.
 - c. Graphics generally will only be permitted on the valence.

The above criteria are intended to provide a general framework for sign design and approval in this area of the City of Charleston. Staff is to address each application on a case-by-case basis.

APPROVED BY RESOLUTION

Dwayne Green
Chair, Board of Architectural Review

January 8, 2003

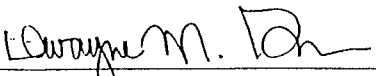
BOARD OF ARCHITECTURAL REVIEW
Policy Statement- May 22, 2002
(Updated from February 8, 1984 and November 28, 2001)
Applications to be Processed by Staff

By motion of the Board of Architectural Review at their May 22, 2002 meeting the authority was unanimously granted to the Preservation Staff to process applications for the following within the historic districts:

1. Repairs and/or In-kind Replacements: Staff may process applications for any exterior repairs and/or painting that does not involve changing the appearance of the structure.
2. Signage: Staff may process applications for any signage, using the standards adopted by the Board.
3. Painting: Staff may process applications for color changes. A test patch may be required prior to staff approval.
4. Awnings: Staff may process applications for a new awning or any change to an existing awning.*
5. Storm Windows: Staff may process applications for storm windows using the standards adopted by the Board.*
6. Mechanical Units: Staff may process applications for the location of service meters and HVAC and any necessary screening.*
7. Walls and Fences: Staff may process applications for all walls and fences.*
8. Landscape Elements: Staff may process applications for walks, paving, lighting, benches, permanent planters, screening of garbage cans, pools, trellises, arbors, and gazebos.*
9. Rear Additions: Staff may process applications for the construction of rear additions that are minimally visible (as determined by staff) from the public right-of-way.*
10. Accessory Buildings: Staff may process applications for the construction of minor accessory buildings that are minimally visible from the public right-of-way.*
11. Demolitions: Staff may process applications for the demolition of garages, utility buildings, and additions or annexes which are of no historic or architectural value, and are considered non-contributing to their context.*

*ALL APPLICATIONS FOR ALTERATIONS TO CATEGORY 1 & 2 STRUCTURES ARE TO BE CONSIDERED BY THE BOARD OF ARCHITECTURAL REVIEW, AND ARE NOT INCLUDED IN THE ABOVE LIST EXCEPT FOR NUMBERS 1, 2, AND 3.

STAFF MAY REFER ANY APPLICATION TO THE BOARD. APPLICANTS MAY APPEAL ANY STAFF DECISION TO THE BOARD.



Dwayne M. Greene, Chairman
Board of Architectural Review

6/5/02

Date

**BOARD OF ARCHITECTURAL REVIEW
CITY OF CHARLESTON**

Policy Statement: August 24, 2005 (revised from July 23, 1980)

Storm Windows

By motion of the Board of Architectural Review at the August 24, 2005 meeting, the following guidelines were adopted concerning the use of storm windows in the Old and Historic District and the Old City District.

The use of storm windows should be undertaken with caution as condensation that forms between the storm window and the window may cause deterioration of wood. Also, please note that the installation of storm windows may render shutters inoperable. The following criteria are intended as general guidelines. Applications for storm windows shall be considered on a case-by-case basis.

1. Only single-pane, clear glass storm windows will be approved. The frame of the storm window must fit within the frame of the existing window.
2. All storm window frames and sashes must be painted to match the existing trim color. In no case will unpainted aluminum be acceptable. Where an intermediate frame member is required on larger windows, the frame shall align with the existing window's sash or muntin.
3. Vinyl is not an appropriate material for storm windows and will not be approved.
4. Triple track storm windows will not be approved. Double track windows are acceptable provided the frame does not protrude beyond the plane of the window trim.
5. Storm windows are not permitted on Category 1 or 2 structures.

APPROVED BY RESOLUTION

Toya H. Green, Chair
Board of Architectural Review

Date