



# PENDLETON

SOUTH CAROLINA  
History, Hospitality & Happenings!

## Design Review Application

(Please read directions on back of form)

Date of submittal: \_\_\_\_\_

TMS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Property Location (911 address): \_\_\_\_\_

Name of property owner: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ -- \_\_\_\_\_ Email: \_\_\_\_\_

Signature of property owner: \_\_\_\_\_

Name of applicant (if other than owner): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ -- \_\_\_\_\_ Email: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Name of Overlay District: \_\_\_\_\_

Permit Requested (circle one):      **Residential**              **Commercial**              **Industrial**              **Institutional**

### **Materials to be Included With Application:**

Incomplete applications will not be placed on the Design Review Board Agenda for appeal. Please check all supplemental items that have been included with this application:

- \_\_\_\_\_ Completed Building Permit Request Form
- \_\_\_\_\_ 604.1(a) Sketch plans for new construction, additions, relocated structures into the overlay district, and new parking areas
- \_\_\_\_\_ 604.1(b) Architectural sketches (renderings/elevations)
- \_\_\_\_\_ 604.1(c) Photographs
- \_\_\_\_\_ 604.1(d) Sign Permit Application Form required for all new signage
- \_\_\_\_\_ 604.1(e) Variance Application Form is required for all variance requests
- \_\_\_\_\_ Design Review Application Fee (amount specified on "Town of Pendleton Fee Schedule")

### **\*\*\*OFFICE USE ONLY\*\*\***

Date of Completed Application: \_\_\_\_\_

Date of Review: \_\_\_\_\_ Hearing Required:      **Yes**      **No**

Decision by Design Review Board: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Applicant Instructions:

1. **Submit completed Building Permit Request Form** and all supplemental materials to the request form – owner or applicant **MUST** sign it.
2. **Complete a Design Review application form** - owner and applicant **MUST** sign it.
3. Submit all materials on paper sized 8½” x 11” up to 11” x 17”. Materials printed in larger sizes will require additional copies (approximately ten (10) copies of all materials)
4. **Submit two (2) copies of the sketch plan** for new construction, building additions, structure relocation, or new pavement/parking. This will be required instead of the scale plan for the Building Permit Request Form. Please use the checklist provided on Page 3 and 4 as a reference for items required on the sketch plan.
5. **Submit two (2) copies of Architectural sketches (renderings/elevations)** for all new construction and building additions. Please use the checklist provided on Page 5 as a reference for items requiring architectural sketches.
6. **Submit two (2) copies of photographs** for all development on a site within the overlay district boundaries also including building relocation and demolition. Photographs shall also be provided in digital format on CD, DVD, or other form mutually agreed by the Town. Please use the checklist on Page 5 as a reference for views required in photographs.
7. **Submit completed Sign Permit Application** for all new or changed signage – owner or applicant **MUST** sign the application form.
8. **Submit completed Variance Request Form** for each item requiring a variance from the design guidelines of the respective overlay district – owner or applicant **MUST** sign the request form.
9. **Submit fee** for Design Review as specified on the “Town of Pendleton Fee Schedule.” Please make sure to submit all other applicable fees (Sign Permit, Variance Request) to avoid any unnecessary stops in processing of the Design Review Application.



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## Sketch/Scale Plan Checklist

For All Uses

### General Information (List):

- \_\_\_\_\_ Scale based on engineer's scale
- \_\_\_\_\_ North arrow
- \_\_\_\_\_ Plan date
- \_\_\_\_\_ Owner name and address
- \_\_\_\_\_ Site address (with lot number, if applicable)
- \_\_\_\_\_ Acreage or square footage of parcel
- \_\_\_\_\_ TMS number
- \_\_\_\_\_ Zoning classification of property
- \_\_\_\_\_ Existing use (Example: "Existing Use = Town House")
- \_\_\_\_\_ Proposed changes to or uses on property (Example: "Proposed Changes = Addition")
- \_\_\_\_\_ Height and stories of structure
- \_\_\_\_\_ Footprint area for all structures on the lot (including all accessory buildings)
- \_\_\_\_\_ Parking calculations (Amount of spaces existing, proposed, total spaces and spaces required)
- \_\_\_\_\_ Vehicle Use Area (VUA), including all driving/parking surfaces
- \_\_\_\_\_ Landscape Area (at least 10% of VUA)
- \_\_\_\_\_ Legend (if symbols are used on sketch/scale plan)
- \_\_\_\_\_ Any additional information required per overlay district guidelines

### **For residential construction:**

- \_\_\_\_\_ Number of dwelling units per structure
- \_\_\_\_\_ Number of total dwelling units
- \_\_\_\_\_ Density of development (units per acre, not including right-of-way area)
- \_\_\_\_\_ Number of bedrooms and bathrooms per unit (if addition, list OLD (NEW) numbers)

### **For commercial construction:**

- \_\_\_\_\_ Gross floor area of all structures, listed as "existing" and "new"

**See next page for Sketch/scale drawing and labeling requirements**

**For All Uses**



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## Sketch/Scale Plan Checklist (continued)

For All Uses

### Sketch/Scale Plan (Draw and Label ALL Items and Label *Existing* or *Proposed* where applicable):

- \_\_\_\_\_ Property lines with dimensions
- \_\_\_\_\_ Setback lines
- \_\_\_\_\_ All structures (main and accessory structures) and uses
- \_\_\_\_\_ Zoning classification of adjacent properties
- \_\_\_\_\_ Landscape buffer areas, screens, and all other landscaping
- \_\_\_\_\_ Trees, tree masses, shrubs
- \_\_\_\_\_ Fences and walls with heights and materials
- \_\_\_\_\_ Streets with names
- \_\_\_\_\_ Right-of-ways
- \_\_\_\_\_ Parking layout, with dimensions of:
  - \_\_\_\_\_ Drive aisles
  - \_\_\_\_\_ Parking spaces
  - \_\_\_\_\_ Planting islands
  - \_\_\_\_\_ Pedestrian paths
  - \_\_\_\_\_ ADA parking space locations
- \_\_\_\_\_ Vision clearance triangles at intersections (25' clearance as in Section 901.3)
- \_\_\_\_\_ Distance from curb cuts (driveways) to road intersection (20' minimum)
- \_\_\_\_\_ Points of ingress/egress, or driveways (minimum 9', maximum 20')
- \_\_\_\_\_ Parking areas and surface materials (pavement, grass, etc.)
- \_\_\_\_\_ Off-street loading (if applicable)
- \_\_\_\_\_ Sidewalks (5' minimum width)
- \_\_\_\_\_ 100 year flood plain
- \_\_\_\_\_ Sewer & water lines labeled with diameters
- \_\_\_\_\_ All easements
- \_\_\_\_\_ Freestanding signs
- \_\_\_\_\_ Mechanical equipment, service areas, and screens
- \_\_\_\_\_ Any additional information required per overlay district guidelines



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## Architectural sketches (renderings/elevations)

A sketch of the exterior of new construction or additions from all sides of the structure shall include the items below as verified with Town Planning Staff.

- \_\_\_\_\_ 1) Architectural features
- \_\_\_\_\_ 2) Proposed materials
- \_\_\_\_\_ 3) Proposed color samples
- \_\_\_\_\_ 4) Walls
- \_\_\_\_\_ 5) Terraces
- \_\_\_\_\_ 6) Plantings
- \_\_\_\_\_ 7) Window and door details
- \_\_\_\_\_ 8) Ornamental light poles, and light coverings attached to structures
- \_\_\_\_\_ 9) Attached signage
- \_\_\_\_\_ 10) Any additional information required per overlay district guidelines

## Photographs

Photos shall include, but not be limited to:

- \_\_\_\_\_ 1) All existing structures on the lot from all four sides of the property (if structures exist)
- \_\_\_\_\_ 2) Structures proposed for demolition (if any)
- \_\_\_\_\_ 3) Area of structure proposed for repairs, alterations, and additions (if any)
- \_\_\_\_\_ 4) Perspective view of lot frontage
- \_\_\_\_\_ 5) Adjoining and adjacent properties
- \_\_\_\_\_ 6) Any additional photos required per overlay district guidelines