

BEAUFORT COUNTY PLANNING DIVISION
DESIGN REVIEW BOARD (DRB)
SUBMITTAL REQUIREMENTS

All application items must be submitted by the deadline date and time (see attached schedule) in order to be placed on the agenda. Incomplete or partial submittals will not be placed on the agenda. Site plans that have not received DRB conceptual approval will not be placed on the agenda.

Conceptual Review – 1 hardcopy and an electronic version of each item listed below pulled together as a set.

- Photos of existing vegetation to be preserved and of the site in general with a corresponding photo board with directional arrows.
- Written Narrative/Site Analysis describing the design intent of the project, its goals and how it reflects the site analysis results and design guidelines (CDC- Divisions 5.3, 5.7 & 5.8). The narrative will change when the plans are revised. Update the narrative accordingly for each submittal.
- Conceptual Site Plan (building footprints will include doors and windows). Provide vicinity map, property size in acres, required buffers, required parking spaces, proposed building square footage, and proposed building use
- Conceptual Architectural Elevations (minimum of 2 elevations)
- Tree Survey with site plan overlay. Trees to be removed marked with an “X”.

Final Review – 1 hard copy and an electronic version of each item listed below pulled together as a set except materials board.

- Written Narrative/Site Analysis describing the design intent of the project, its goals and how it reflects the site analysis results and design guidelines (CDC – Divisions 5.3, 5.7 & 5.8). The narrative will change when the plans are revised. Update the narrative accordingly for each submittal.
- Site Plan. Provide vicinity map, property size in acres, required buffers, required parking spaces, proposed building square footage, and proposed building use
- Tree Survey with site plan overlay. Trees to be removed will be marked with an “X”.
- Landscape Plan (show monument sign locations, design and details)
- Grading Plan
- All Architectural Elevations
- Building details including dumpster and screening details.
- Floor Plan
- Lighting Plan (Photometrics and lighting fixture cut sheets)
- Color/Materials List – Written List of Colors and Materials to be used.
- Color Materials Board(s) (8 ½”x 14” Maximum to fit in file folder) stating manufacturer and material name(s). **Larger Boards will not be accepted.** (Only one set required.) May be submitted at meeting.
- If providing color renderings, submit at meeting not to staff.

A \$175 submittal fee is required for each DRB submittal/review.

Submit (1) set of plans (folded to fit into 10” x 13” mailing envelope) to one of the addresses below:

Street Address (UPS or FED-EX):

Beaufort County Planning Department
100 Ribaut Road, Room 115
Beaufort, SC 29902
Call County Design Review Board Administrator at (843) 255-2140, if you have any questions

Mailing Address (USPS):

Beaufort County Planning Department
Post Office Drawer 1228
Beaufort, SC 29901