



COMMERCIAL DESIGN REVIEW APPLICATION

Design & Use Review Board (DURB) approval is required before a building permit can be issued for a project. The DURB meets on the first and third Wednesday of each month. Submittals are due no later than 5:00 pm on the Friday prior to the meeting. The review fee must be paid and all required items must be included in the submittal to ensure placement on the DURB agenda. Items for review must be submitted electronically as PDF documents to drb@pointhopecharleston.com.

Date Submitted: _____ Property Description: _____

Owner/Developer: _____

Submitted by: _____ Email: _____ Tel: _____

Review Type: Use Approval Conceptual Preliminary Final
 Signage - Tenant Signage - Temporary

DURB Fee*: \$ _____ Date Paid: _____

*Commercial review fees are due with the Conceptual Review submittal. Please see current Point Hope DURB Fees Schedule or contact the DURB Administrator for information on how to calculate the review fee for your project.

Architect/Designer: _____

Landscape Architect/Designer: _____

ACKNOWLEDGEMENT:

By signing below, I certify that I have read the above information. Any questions concerning these policies have been discussed with DURB or POA staff. My signature also certifies my understanding of and agreement with the Construction Guidelines and policies of the DURB.

Applicant Signature

Date

DURB/POA Representative

Date



COMMERCIAL DESIGN REVIEW SUBMITTAL CHECKLIST

Please check off each required item to indicate it is included in your submittal. **All items must be submitted as digital files to drb@pointhopecharleston.com.** All sheets of each plan submitted must be stamped and signed by the SC registered architect, landscape architect or engineer. If any required items are not complete, the submittal will not be eligible for review.

Please Review the Following:

- Point Hope Commercial Design Principles
- Cainhoy Master Plan Zoning Text
- Current Point Hope Fees & Fines Schedules
- Current Point Hope Construction Guidelines

Conceptual Review Requirements:

- Completed Design Review Application Form
- Payment of applicable DURB fees (see current Point Hope DURB Fees Schedule)
- Copy of the current Tree & Topo Survey (a valid OCRM critical line certification is required)
- Site Plan to scale, shown on the current Tree & Topo Survey, to include:
 - Building Footprints:
 - Overall dimensions (depth & width) of all buildings
 - Must demonstrate conformity by including measurements for all required easements, setbacks and applicable buffers
 - Hardscape (sidewalks, walkways, driveways, pools, etc.) must be noted and appropriately dimensioned and labeled; Materials must be specified
 - The following area calculations should be shown:
 - Total area of high ground of parcel in square feet
 - Area (sq. ft.) of each building's footprint (all heated & unheated areas)
 - Total improvement surface area including driveways and walkways
 - Total area of improvements expressed as a percent of total lot high ground area (above current OCRM critical line)
 - Service areas, HVAC, Dominion Energy utility box & water meter locations must be identified
 - Identify protected area of any landmark trees, if applicable
 - Any variances to established guidelines must be noted and highlighted and brought to the DURB's attention
- Google Earth location
- Exterior elevations at 1/8" or 1/4" scale:
 - Must represent plat plane view of all exterior sides of all proposed structures, plus an additional sheet for each building that displays all four elevations
 - Overall height of each building from the back of the curb to the top of the roof ridge should be labeled
 - Must show gutters and downspouts, if applicable

Preliminary Review Requirements:

- Completed Design Review Application Form
- Written responses to previous DURB review comments and conditions
- Copy of the current Tree & Topo Survey (a valid OCRM critical line certification is required)
- Site Plan to scale:
 - Same requirements from Conceptual Review apply
 - Fence or hedge requirements must be shown, if applicable
- Exterior Elevations at 1/8" or 1/4" scale:
 - Same requirements from Conceptual Review apply
 - All exterior materials and colors must be accurately and fully depicted for each elevation
- Floor Plans (at 1/8" or 1/4" scale)
- Building Site Sections:
 - Must show floor and ceiling heights of each floor
 - Must accurately reflect proposed grading changes and natural topography
- Perspective renderings for all public facing facades and precedent and context images that have informed the architectural direction for the plans
- Grading and Drainage Plan (to scale):
 - Must show setbacks
 - Must show all proposed grading (including landscape berms) and must demonstrate that drainage flow does not adversely affect adjoining properties or drainage swales
 - Must include spot elevations at all building corners, driveway corners, the top and bottom of planter and retaining walls, and at the top of catch basins, if applicable
 - Existing roadside swale and flow patterns should be shown, if applicable
- Landscaping and Tree Protection Plan:
 - Must show all setbacks, easements and applicable buffers
 - Must identify protected area of any landmark trees, if applicable
 - Must show trees proposed for removal
 - If to be retained, must show areas of dense understory growth and areas where existing vegetation is to be preserved
 - Must note areas where the existing grade will be disturbed
 - Must show clearing limits as delineated by protective fencing
 - Must identify location and description of all required site furnishings (bike racks, benches, planters, ashtrays, etc.) and include cut sheets detailing selections
 - Must include complete plant schedule with species, size and quantities

Final Review Requirements:

- Completed Design Review Application Form
- Written responses to previous DURB review comments and conditions
- Copy of the current Tree & Topo Survey (a valid OCRM critical line certification is required)
- Site Plan to scale
 - Same requirements from Preliminary Review apply
 - Must show job material storage, construction dumpster and temporary toilet locations
- Exterior Elevations at 1/8" or 1/4" scale

- Same requirements from Primary Review apply
- Floor Plans at 1/8" or 1/4" scale
- Building Site Sections:
 - Same requirements from Preliminary Review apply
- Final Grading and Drainage Plan (to scale):
 - Same requirements from Primary Review apply
- Final Landscape and Tree Protection Plans:
 - Same requirements from Preliminary Review apply
- Signage Plan:
 - Location(s) of monument signs to be shown in the context of a landscape plan that indicates the height of the installation(s) above grade and overall dimensions of each sign
 - A to-scale illustration or rendering and material and lighting specifications for each sign is required
 - If three-dimensional graphics or relief shapes are incorporated, a side view illustration is required

Tenant Signage (temporary & permanent):

- A to-scale illustration or rendering including material specifications for each sign is required
- If three-dimensional graphics or relief shapes are incorporated, a side view illustration is required
- Submittals are required to include details about placement, mounting and lighting, if applicable