



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.



PENDLETON

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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



PENDLETON

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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