

What is the Board of Architectural Review?

The Board of Architectural Review (BAR) was established in 1974 as a mechanism to protect the Old and Historic District of the Town of Summerville. The beauty and historic nature of the town, provided by the wonderful old homes and the quaint downtown area, has been a major element in attracting residents, tourists and businesses to the Summerville area.

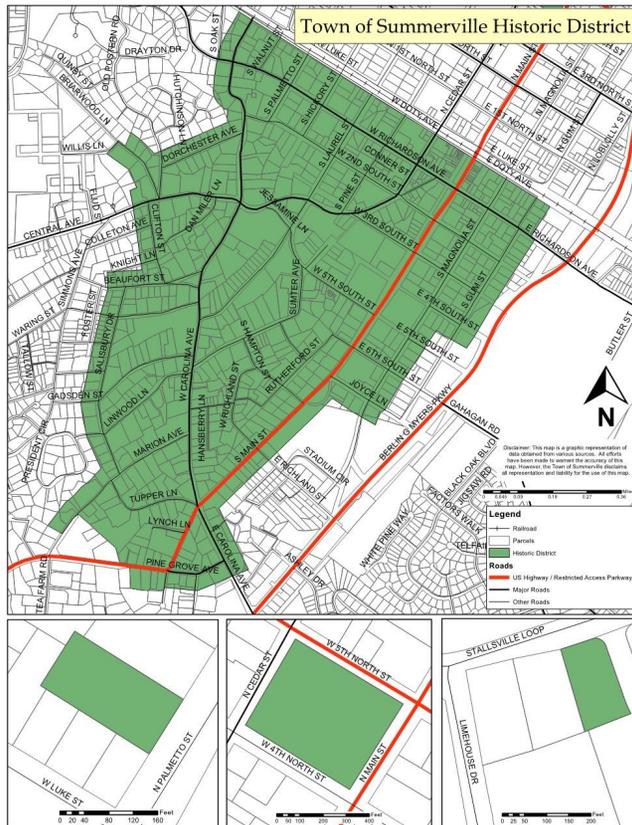
More Questions?

- See below information and set up a time to meet with staff prior to submitting
- Come to a meeting to see how they work before submitting
- Check website for additional information it's updated often

Town of Summerville

Board of Architectural Review (BAR)

Application and Procedures FAQ's



Town of Summerville
 Planning Department
 Town Hall
 200 South Main Street
 Summerville, SC 29483

Staff Contact: Becca Zimmerman
 Phone: 843-851-4233
 E-mail: bzimmerman@summervillesc.gov
 Website: www.summervillesc.gov



Telephone: 843-851-4214
 Website: www.summervillesc.gov

Board of Architectural Review (BAR) Process & Information

Who sits on the board?

The BAR has seven members, each of whom are appointed for a three year term. The Mayor and Town Council collectively appoint individuals to serve on the BAR. One member must be an architect, one a licensed real estate broker, one a member of the Summerville Preservation Society, and one a member of a recognized art association. The remaining three members are at-large. All members must be residents of the Town of Summerville.

What is regulated?

The Board of Architectural Review has jurisdiction within the limits of the Historic District of the Town of Summerville. Within these boundaries, the BAR has the authority to grant approval to or to disapprove applications for the demolition or the exterior alteration of any existing structure.

- Accessory Structures such as sheds, garages, carports, etc.
- Driveways and fences
- Signs (commercial properties)
- Additions, modifications, changes or alterations to existing structures
- New house construction and demolition

Where/What do I submit?

Applications are available on the Town's website or in the Planning Department. Please see the deadlines and submit on time. ***Incomplete applications will not be sent to the board for review. ***

Residential Properties: All Construction

For a residential property please submit eight copies the following items:

- ◆ Scaled drawings of at least 1/4" per foot
- ◆ Site Plan
- ◆ Floor Plan
- ◆ Building Elevations
- ◆ Material Samples
- ◆ Architectural Details to show scope of project
- ◆ Paint Samples
- ◆ Photographs of property/street scene
- ◆ Photographs of neighboring properties
- ◆ Digital copy
- ◆ Anything else you feel would be helpful to the board in making their decision

All plans need to show accurate architectural information representing all architectural elements and details.

Commercial Properties: Signs & New Construction

*Please inquire with staff.

I've submitted; Now what?

Completed applications will be processed by staff and sent to the board members.

Staff will notify the applicant and property owner of the meeting time and supply an agenda.

A representative **needs to** be available to present the application to the board and answer any questions or concerns they may have the night of the meeting. Property owners/homeowners please come with your contractor.

Approvals- staff will send you a Certificate of Appropriateness (COA) that you will need to bring with you to apply for a building permit (if applicable) and display when work commences. Check with staff to see if a building permit is required. COA's are good for six months, they expire much like a building permit does.

If COA's expire before work starts you will have to reapply and go back before the BAR.

Denials –Property owners are notified and any property owner aggrieved has the right to appeal the board's decision before the courts of the State of South Carolina, as provided in S.C. Code 1976, § 6-29-900 et seq., as amended.