

Town of Summerville



Department of Planning & Zoning

DESIGN REVIEW BOARD APPLICATION CHECKLIST

The Design Review Board meets the third Thursday of each month. Without exception, all required materials must be submitted by close of business 20 days prior to the meeting to be placed on the agenda. All documents are to be submitted electronically through the CitizenServe Portal. Please size all digital plans at no larger than 11X17 sheet size.

- _____ Tax Map Number(s) for proposed property.
- _____ Photographs of the proposed project site, properties on either side of proposed site, and of properties across the street from the project site. (Clearly Labeled)
- _____ Pervious/impervious surface calculations.
- _____ Dimensioned Site plan, drawn to scale showing exact size, shape and location of existing and/or proposed buildings.
- _____ Tree survey of parcel as well as proposed footprint of building(s).
- _____ Site plan (see above) overlaid on tree survey of existing site with trees proposed to be removed marked clearly with an "X".
- _____ All building elevations. Clearly labeled (North, South, East and West)
- _____ Color rendering and/or 3D model highly encouraged.
- _____ Samples of colors and materials to be used in proposed project.
- _____ Proposed grading and drainage plans, including calculations.
- _____ Proposed utility plan.
- _____ Landscaping plans including any screening and/or fencing, existing trees to be saved and mitigation calculations.
- _____ Photo metric plan of site lighting including average foot candles (manufacturer's specifications will be accepted).
- _____ For signs, overall dimensions of sign(s), location and/or placement of sign, and dimensions of front of building.
- _____ Floor plan.