



**Town of Summerville**  
 200 South Main Street  
 Summerville, SC 29483  
 843.851.4213

## REQUIRED DOCUMENTS FOR DESIGN REVIEW BOARD (DRB) SUBMITTAL

**REQUIREMENTS:** The following documents are required to be uploaded to the CitizenServe Portal, without exception, all required materials must be submitted by the close of business 15 days prior to the meeting to be placed on the agenda. All submittals must be in PDF format, and all drawings should be resized to 11 X 17. Final plans must carry the seal of a registered architect or engineer licensed in the State of South Carolina.

**\*\*\*Incomplete applications will not be reviewed\*\*\***

### DESIGN REVIEW BOARD SUBMITTAL REQUIREMENTS

Concept	Prelim	Final	
X	X	X	An accurate Plat showing the proposed property with Tax Map Number(s), and any known easements
X	X	X	A Tree survey of parcel (Full survey of all trees 8" DBH for all properties less than five acres, representative ¼ acre and all Grand Tree for all properties five acres and more)
X	X	X	Grand tree (16" DBH and Greater) evaluation by Certified Arborist
X			Conceptual Plan Overlaid on tree survey
	X	X	Site Plan (see above) overlaid on tree survey of existing site. <i>(If applicable)</i>
	X	X	Site plan, drawn to scale showing exact size, shape and location of existing and/or proposed buildings. Provide accurate dimensions of buildings, required setbacks, buffers, drive aisles, parking spaces including total parking count.
	X	X	Landscaping plans including screening and fencing and showing any existing trees to be saved
	X	X	Pervious/impervious surface calculations
	X	X	Proposed grading and drainage plans. Full Engineering and Stormwater sets are not required and should not be included in submittals
	X	X	Proposed Utilities Plan, showing water and sewer facilities including electrical gas, cable, etc. <i>(If applicable)</i>
		X	Photometric plan of site lighting (manufacturer's specifications will be accepted) and cut sheets showing light fixtures and specifications (i.e. pole height). Include Average Maintained Footcandle measurements <i>(If applicable)</i>
X	X	X	Photographs of the proposed project site, properties on either side of proposed site, and of properties across the street from the project site. Include also inspiration examples used to inform the proposed design.
X	X	X	An Architectural Narrative that details the design inspiration, and how the proposed project is appropriate for the Town of Summerville. Include any exceptions to the Design Guidelines, with justifications, needed to execute the design as presented
	X	X	All proposed building elevations. (Clearly labeled i.e. North, South, East, and West)
		X	Color rendering and 3D model
		X	A materials and color spec sheet providing manufacturer and color of all proposed finish materials
		X	Material samples to be used in the proposed project (bring samples to meeting)
	X	X	Floor plan. If Residential, provide only representative floor plans
		X	For signs, overall dimensions of sign(s), location and/or placement of sign, and dimensions of front of building
	X	X	An exhibit highlighting changes based on Board comments