

**Historic District Preservation Commission (HDPC) Submittal Checklist**

The information in this checklist is the minimum required documents for submittal to the Historic District Preservation for plan review. Exemptions from submittal requirements can be determined during the required Pre-Application Meeting with staff. The submitted electronic document must be to scale specified.

**REQUIRED DOCUMENTS FOR THE MEETINGS ARE IN GREEN; PLACE PAGE NUMBER(S) IN BOX. FAILURE TO SUBMIT REQUIRED MATERIALS WITH THE APPLICATION MAY BE CAUSE FOR STAFF TO NOT ACCEPT APPLICATION. FEES FROM REJECTED APPLICATIONS WILL NOT BE REFUNDED.**

SUBMITTAL DOCUMENT	PAGE #
<b>Completed Check-List</b>	<input type="checkbox"/>
<b>Written request to the Commission:</b> Includes the historical/architectural significance of the property with a description of the proposed work. This is also where the request for demolition and selection of qualifier must be mentioned. Requests for any improvements not in line with the Design Guidelines shall be noted. Paint colors chosen from "Colors of Historic Charleston" shall be included on this sheet. <b>Section 156.433(F)(3), states specific violations to the Design Guidelines SHALL BE DENIED.</b>	<input type="checkbox"/>
<b>Demolition Request (if required):</b> If the applicant is requesting <b>full or partial</b> demolition for <u>any</u> construction they must formally request from the Commission approval for the removal of the structure (this includes non-historic accessory). <b>Must be indicated in the written request to Commission; qualifiers are found in 156.432(I).</b>	<input type="checkbox"/>
<b>Current images of the site:</b> Images showing the current conditions at the site where the proposed structure(s) are being placed, this is included on the site context sheet(s).	<input type="checkbox"/>
<b>Completed Design Document:</b> See below for further required sheets and documents.	<input type="checkbox"/>

**COVER PAGE: ALL INFORMATION FOLLOWING IS TO BE ON THE COVER PAGE OF THE DOCUMENT.**

**CHECK BOX TO INDICATE REQUIRE INFORMATION IS INCLUDED.**

<b>Project name, address, and Tax Map Sequence (TMS) Number</b>	<input type="checkbox"/>
<b>Date of Commission meeting for project along with which submittal type is being reviewed (conceptual/final).</b>	<input type="checkbox"/>
<b>Approval Dates:</b> Provide the dates for any and all approvals by the HDPC including conceptual meeting dates and any previous final approval dates-provide brief review of approval.	<input type="checkbox"/>
<b>Location Map:</b> indicating location of the lot within the Old Village.	<input type="checkbox"/>
<b>Contact information:</b> Provide contact information for all parties involved with the process including owner, designer, contractor, civil engineer, etc.	<input type="checkbox"/>
<b>Zoning Table:</b> Provide a table showing the Zoning Designation along with setbacks, Flood Zone along with Finish Floor Height for the lot. Also provide variances that may have been approved by BOZA along with case number and date(s) and reason for variance. <i>(see example page)</i>	<input type="checkbox"/>
<b>Old Village Ordinance table:</b> Provide a table showing the existing and proposed conditions for the lot coverage and building area ratio (B.A.R.) including the total square footage of the lot. Provide a calculation to show the amount of porch on the requested structure (if primary structure). State the intended maximum height of the structure(s). State requirement for off-street parking <i>(See example page)</i>	<input type="checkbox"/>

**Example Approval Dates Table:**

Date of Received COA	Project Type Requested	Date of Permit Issuance

**Example Zoning Table:**

Zoning Designation: \_\_\_\_\_ Flood Zone Designation: \_\_\_\_\_  
 Required Finished Floor Height: \_\_\_\_\_ Required Setbacks: \_\_\_\_\_

Front:	Rear:	Side:	Side Combined:
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Setbacks on Project:

Front:	Rear:	Left Side:	Right Side:
Variance Requested:	Variance Requested:	Variance Requested:	Variance Requested:

**Old Village Ordinance Table:**

Total Lot Size: In Square Feet
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	Allowed by Ordinance	Existing	Proposed	Difference
<b>B.A.R.*</b>	Maximum allowed in square feet	All existing structures in square feet	All proposed structures in square feet	In square feet
	Maximum allowed divided by total lot square footage shown as a percentage	Square footages of all existing structures over 144sf divided by total lot square footage shown as a percentage	Square footages of all proposed structures over 144sf divided by total lot square footage shown as a percentage	Shown as a Percentage
<b>Lot Coverage (impervious surface)</b>	Maximum allowed in square feet	Existing structures in square feet	Proposed structures in square feet	In square feet
	Maximum impervious square footage divided by total lot square footage shown as a percentage	impervious square footage divided by total lot square footage shown as a percentage	impervious square footage divided by total lot square footage shown as a percentage	Shown as a Percentage
<b>Porch Percentage</b>	Percentage required	Percentage existing	Percentage proposed	Shown as a Percentage
<b>Off-Street Required Parking</b>	Refer to 156.313(E)(5)	Existing Parking Spaces	Amount Required	

**EXAMPLE CALCULATIONS**

Total Lot Size: 8000 SF				
	Allowed by Ordinance	Existing	Proposed	Difference
<b>B.A.R.*</b>	4000 SF	2500 SF	3500 SF	+1000 SF
	50%	31.25%	43.75%	+12.5%
<b>Lot Coverage (impervious surface)**</b>	3200 SF	4000 SF	2500 SF	+250 SF
	40%	50%	31.25%	-18.75%
<b>Porch Percentage</b>	10%	5%	15%	+10%
<b>Off-street Required Parking</b>	4	1	3***	

\*156.313(F)(3): The BAR shall be calculated by ascertaining the total of number of square feet of building areas taken on a horizontal plane, specifically including any cantilevered areas, of the principal building and all accessory buildings (except those less than 144 square feet in area), exclusive of uncovered porches (decks), terraces, and steps. Building area in two-story rooms (i.e., cathedral ceilings) shall be counted twice. The building area in a crawl space shall not be counted. Garage area shall be counted, regardless of whether it is located underneath a house or in an accessory building. Land beyond the critical line is specifically excluded.

\*\*156.313(E)(4) Impervious surface of the lot shall calculate all materials that are impervious as defined in Section 156.007. Land beyond the critical line is specifically excluded from being included.

\*\*\* For New Construction or additions/renovations over 50% of the value of the home, compliance with full parking regulations per 156.313(F)(5) is required.

<b>Property survey:</b> prepared by a licensed surveyor indicating property boundaries, the area of the property, all easements of record, existing utilities, existing topography, all protected/Historic trees defined by Mount Pleasant Ordinance and their tree protection zones, OCRM Critical Line (if applicable), zoning setbacks, other legal easements, existing building information (if additions or alterations), North arrow, scale, and showing structures to edge of eave for calculation of impervious	□
<b>Site Plan:</b> showing all survey information, North arrow, scale, all building footprints with finished floor grades, roof eave footprint, driveway, parking areas, required parking spaces (9'x18') patios, decks, pools, hardscape, and any other site amenities. Indicate any trees approved for removal as well as tree protection areas for remaining trees. Include	□
<b>Site Context Images:</b> showing the surrounding area and streetscape. Can be a mixture of drawing and images to illustrate how the intended project is informed by the surrounding properties and how it will be incorporated into the neighborhood. Imagery to consider for use: drawn street section with massing; panoramic photo-montage; individual images of surrounding structures, etc. Use as many sheets as necessary.	□

**Remaining Sheets for PRELIMINARY REVIEW**

<b>Preliminary Floor Plans:</b> For all Primary and Accessory Structure(s). Include all proposed walls, door & window locations, overall dimensions and square footage calculations.	<input type="checkbox"/>
<b>Preliminary Roof Plans:</b> For all Primary and Accessory Structure(s). Include all slopes, overhangs and proposed roof material.	<input type="checkbox"/>
<b>Preliminary Demolition Plans:</b> For All Existing Primary and Accessory Structure(s). Show all structural elements (including, but not limited to roofs, pillars, exterior walls) of existing structures to be demolished in both elevation and site plans. Portions to be demolished must be shown with a red hash.	<input type="checkbox"/>
<b>Preliminary Elevations:</b> For all Primary and Accessory Structure(s). Include Building Heights, all finish floor elevations, roof pitch, and existing and finish grades for each elevation.	<input type="checkbox"/>
<b>Materials Sheet(s):</b> Showing the intended materials for the Commission to review include requests for any material that is not listed on the Approved Materials page of the Guidelines.	<input type="checkbox"/>
<b>3D Model:</b> recommended for all new construction structures and any additions that will increase the value of the home over 50%. Model can be "sketch-up" style. 3D Model is not required for accessory structures unless accessory structures	<input type="checkbox"/>
<b>Remaining Sheets for FINAL REVIEW</b>	
<b>Final Foundation Plans:</b> For all Primary and Accessory Structure(s). Include all proposed walls, door & window locations, overall dimensions and square footage calculations.	<input type="checkbox"/>
<b>Final Floor Plans:</b> For all Primary and Accessory Structure(s). Include all proposed walls, door & window locations, overall dimensions and square footage calculations.	<input type="checkbox"/>
<b>Final Roof Plans:</b> For all Primary and Accessory Structure(s). Include all slopes, overhangs, and roof materials.	<input type="checkbox"/>
<b>Final Demolition Plans:</b> For All Existing Primary and Accessory Structure(s). Show all structural elements(including, but not limited to roofs, pillars, exterior walls) of existing structures to be demolished in both elevation and site plans. Portions to be demolished must be shown with a red hash.	<input type="checkbox"/>
<b>Final Elevations:</b> Illustrate the exterior appearance of all sides of all buildings. Describe all exterior materials and finishes. Include overall height, all finish floor elevations, roof pitch, and existing and finish grades for each elevation. Indicate exterior light fixtures on elevations.	<input type="checkbox"/>
<b>Details &amp; Wall Sections:</b> Details of doors, windows, wall openings, columns, fascias, railings, chimney caps, service yards, etc. Wall sections through all unique conditions including but not limited to porches, windows, doors, change of material, change in roof condition/overhang, etc.	<input type="checkbox"/>
<b>Cut Sheets:</b> Include for all exterior light fixtures and any other manufactured items, including sizes and finishes. If an addition or accessory structure, note if items will match existing home unless all fixtures are to be replaced.	<input type="checkbox"/>
<b>Materials Sheet(s):</b> Showing the intended materials for the Commission to review include requests for any material that is not listed on the Approved Materials page of the Guidelines. Note if materials will match existing.	<input type="checkbox"/>
<b>3D Model:</b> required for all new construction structures and any additions that will increase the value of the home over 50%. Model can be "sketch-up" style. 3D Model is not required for accessory structures unless accessory structures are connected to main structure and constitute a 50% improvement.	<input type="checkbox"/>