

**Overlay District Code**  
**Architectural Review**  
Traditional Town Overlay  
Shell Point Neighborhood Overlay  
Robert Smalls Parkway Overlay

Application Fee:       \$100

Interpretation of the Traditional Town Overlay District Code and the Robert Smalls Parkway Overlay District Code is the responsibility of the Design Review Board (DRB). Interpretation of the Shell Point Neighborhood Overlay is the responsibility of the Shell Point Expanded DRB. The Boards meet to review projects on the 1<sup>st</sup> Thursday of each month at 5:30 P.M. The reviews are held at 700 Paris Ave. Applicants or their agent are to be in attendance when their project is reviewed. Please use the following form as an application to submit your project.

See Section 15.5 - 28 for Review Procedures and Submittal Requirements for all Overlay Districts.

For the Traditional Overlay District and the Robert Smalls Parkway Overlay District, 8 copies of this application and eight (8) copies of your project package should be delivered to the Planning Administrator by noon on the 2nd Wednesday of the month prior to the meeting.

For the Shell Point Neighborhood Overlay District, 10 copies of this application and ten (10) copies of your project package should be delivered to the Planning Administrator by noon on the 2nd Wednesday of the month prior to the meeting.

Application Fee:\$100.00 per proposal

Current Team Members:	Lee Helena	Brian Herrmann
	Curtis Small	John Ellerbe
	Tom Paterson	Gary Glaeser
		Andrew Corriveau

Planning Administrator: Linda Bridges  
843-986-2207

Town Architect: Cooter Ramsey

Building Official: Bryl McCartney

**Application for Design Review Board Traditional Town Overlay District \$100 Application Fee**

**Applicant:** Complete **ALL SPACES** and add this to your submission. Please consult Chapter 15.5 of the Port Royal Code of Ordinances to guide your submission for the Design Review Board. Not all items are pertinent to all projects. **ADDITIONAL ITEMS MAY BE REQUIRED.** Submit any **ADDITIONAL** documents that will help the Design Review Board fully understand your project.

Owner: _____  Address: _____ _____  Phone Numbers: _____ _____  Email _____	Date: _____  Project Address: _____  DMP: _____
Design / Development Professional Name: _____  Address: _____ _____  Phone Numbers: _____ _____  Email _____	Design / Development Professional Name: _____  Address: _____ _____  Phone Numbers: _____ _____  Email _____

**For New Construction:** What Building Prototype are you designing (See Sec. 15.5 - 32 thru Sec. 15.5- 44)? \_\_\_\_\_

Check One:

- Optional Preliminary Review – Designs submitted in schematic or sketch form Re: Sec 15.5-28. 1.c.
- Final Approval – Required Items

Item (If items are omitted provide an explanation)	Check to indicate item is in packet	Applicant's Initials
A current site survey, no more than one (1) year old.		
A current tree survey, no more than one (1) year old.		
A site plan, drawn to scale, which shall indicate: 1. Building locations; 2. Parking locations and number of spaces; 3. Paved surfaces, materials and location(s); 4. Site location diagram and legal description; 5. Any and all exposures, as defined by NFPA, within one hundred fifty (150) feet of the proposed building on or off site.		
Building elevations illustrating all sides of all structures. (To include all exterior ductwork, mechanical systems, utility meters, power panels, roof penetrations, and all ventilation & exhaust devices.)		
Other reasonable supporting documents to indicate intentions and/or any other items required by the design review board.		
Photos of site		

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? \_\_\_\_ Yes \_\_\_\_ No