

## Design Review Board Application

Application Fee: \$100

The Design Review Board meets 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.

Project packages accompanied by the attached application must be submitted to the Planning Director via email by 5:00 PM on the 1<sup>st</sup> Thursday of the month prior to the meeting.

Application Fee: \$100.00 per proposal

Board Members:	Buddy Brown	Kit Bruce
	Richard Beesley	Tom Rhodes (Chair)
	Marcy Roy	

Planning Administrator:	Noah Krepps
	843-986-2207
	<a href="mailto:nkrepps@portroyal.org">nkrepps@portroyal.org</a>

Town Architect:	Bill Harris
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## Application for Design Review Board

Complete **ALL SPACES** and add this to your submission. Please consult The Port Royal Code 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 Division 5.1 of The Port Royal Code)

Check One:

- Preliminary Review  
 Final Approval

Item (If items are omitted provide an explanation)	Check to indicate item is in packet	Applicant's Initials
A current site survey		
A current tree survey		
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;		
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.)		
Lighting Plan		
Landscape Plan		
Other reasonable supporting documents to indicate intentions and/or any other items required by the design review board.		
Photos of site		