

Design Review Board Application

Application Fee: \$100

The Design Review Board meets to review projects on the 1st 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.

Eight (8) copies of your project package along with the attached application 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

Board Members:	Judy Alling	Eric Erickson
	Curtis Small	Trish Dean
	Rob Merchant	

Planning Administrator:	Linda Bridges
	843-986-2207

Town Architect:	Cooter Ramsey
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Building Inspector:	Byrl McCartney
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Application for Design Review Board

\$100 Application Fee

Applicant: 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 Article 5, 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		