



# City of Spartanburg Planning Department

## Master Application Form

Post Office Box 1749  
Spartanburg, SC 29304

Phone: 864.596.2068  
Fax: 864.596.2360

Name of Development \_\_\_\_\_

Street Address \_\_\_\_\_

Zoning District \_\_\_\_\_ Overlay District \_\_\_\_\_ Tax Map Number \_\_\_\_\_

<p><b>Landowner</b></p> <hr/> <p>Name</p> <hr/> <p>Company</p> <hr/> <p>Mailing Address</p> <hr/> <p>City                      State                      Zip</p> <hr/> <p>Telephone                      Fax</p> <hr/> <p>Email</p>	<p><b>Applicant</b></p> <p>Bus License # _____</p> <hr/> <p>Name</p> <hr/> <p>Company</p> <hr/> <p>Mailing Address</p> <hr/> <p>City                      State                      Zip</p> <hr/> <p>Telephone                      Fax</p> <hr/> <p>Email</p>	<p><b>Agent</b></p> <p>Bus License # _____</p> <hr/> <p>Name</p> <hr/> <p>Company</p> <hr/> <p>Mailing Address</p> <hr/> <p>City                      State                      Zip</p> <hr/> <p>Telephone                      Fax</p> <hr/> <p>Email</p>
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- |  |   |
|--|---|
| <input type="radio"/> Appeal             | <input type="radio"/> Planned Development District* |
| <input type="radio"/> Special Exception* | <input type="radio"/> Subdivision*                  |
| <input type="radio"/> Variance           | <input type="radio"/> Zoning Map Amendment*         |

**\* A Check-In Conference is required for these items. Attach the necessary supplemental**

To the best of my knowledge, the information on this application and all additional documentation is true, factual and complete. I hereby agree to abide by all conditions of any approvals granted by the City of Spartanburg. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Official Use Only	
Date Received _____	Time _____
Accepted by _____	Master Tracking Number _____

## DESIGN REVIEW BOARD (DRB) CHECKLIST

### **A. For Construction of a New Building or Structure and an Addition to an Existing Building or Structure:**

- \_\_\_ 1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property and neighboring properties, as well as the relationship to property lines.
- \_\_\_ 2. Building elevations for all sides. Drawings for additions should illustrate the relationship to the existing structure. In commercial districts, drawings should show the relationship to buildings on the property and adjacent lots.
- \_\_\_ 3. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- \_\_\_ 4. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- \_\_\_ 5. Cut sheets or other information, illustrating the design and type of lighting and other details.
- \_\_\_ 6. Other information needed to clearly illustrate your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

### **B. For Alteration of an Existing Building or Structure:**

- \_\_\_ 1. Identification of how the alterations to the building fit within Section 515.2.1.6 Applicability Matrix of the City of Spartanburg Zoning Ordinance/Downtown Urban Code.
- \_\_\_ 2. Scaled drawings indicating the extent of the proposed alteration.
- \_\_\_ 3. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- \_\_\_ 4. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- \_\_\_ 5. Other information needed to best illustrate your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

### **C. For Demolition or Relocation of an Existing Building or Structure:**

- \_\_\_ 1. A written narrative indicating the reason for demolition or relocation and what steps have been taken to remedy the situation. If the reasons are structural reasons a technical report prepared by an engineer or architect must be submitted.
- \_\_\_ 2. Documentation on the costs of rehabilitation and forecast of possible economic return.
- \_\_\_ 3. Photographs of the property and surrounding properties, 1 color set, fully labeled.
- \_\_\_ 4. Site plan and or building plans for post demolition, including a time frame for development.

### **Site Design, Parking, Plazas, Landscape:**

- \_\_\_ 1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property, streets, public property, and any structures on immediate adjacent lots.
- \_\_\_ 2. Landscape plan, indicating species and planting sizes, irrigation, lighting location and detail, hardscape materials and colors meeting the Landscape Ordinance Section 505.62 Parking Lot Landscape Requirements.

- \_\_\_ 3. Photographs of the property and surrounding properties.
- \_\_\_ 4. Cut sheets or other information, illustrating the design and type of lighting or details to better illustrate your request.

**Signs:**

- \_\_\_ 1. Scaled drawings for proposed signs.
  - \_\_\_ a. Drawings for wall signs should include a scaled drawing of the façade on which the signs will be placed.
  - \_\_\_ b. For detached signs, a site plan must include the location of signs and the relationship to existing building and other site features on the property.
- \_\_\_ 3. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- \_\_\_ 4. Cut sheets or other information, illustrating the design and type of lighting, if any.