



City of Spartanburg Planning Department

Design Review Board 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 _____

Landowner _____ Name _____ Company _____ Mailing Address _____ City State Zip _____ Telephone Fax _____ Email _____	Applicant Bus License # _____ _____ Name _____ Company _____ Mailing Address _____ City State Zip _____ Telephone Fax _____ Email _____	Agent Bus License # _____ _____ Name _____ Company _____ Mailing Address _____ City State Zip _____ Telephone Fax _____ Email _____
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Action Requested:

- Preliminary conceptual approval of the building's form, massing and placement on the site
- Full and final approval (see attached submittal checklist)

Statement of Compliance:

- I have read the Downtown Code and believe that all aspects of my submittal are in compliance with the code
- I have read the Downtown Code and believe that all aspects of my submittal are in compliance with the code except those aspects specified below for which I seek discretionary modification of standards (list below and attach narrative justification for each).

1. _____
2. _____
3. _____
4. _____

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

Downtown Code

Applicant Guide [DRAFT 2.1.18]

Thank you for interest in Downtown Spartanburg. We are excited about growing our community and look forward to working with you to create a mutually beneficial investment. This document is intended to aid developers and their designers in efficiently navigating the design review process for new construction or significant renovation projects in downtown Spartanburg. The Design Review Board ("DRB") and the City staff share a strong desire for this process to be expeditious and user friendly.

First things first:

Read our Downtown Code: Most importantly, at the earliest point of consideration of a project in downtown Spartanburg, please read the Downtown Code. It is intentionally brief and explains not only our regulatory expectations but also the goals and objectives behind them. We hope that in just a few minutes, you can get a clear understanding of what we are trying to accomplish.

Schedule a Meeting with City Staff: Secondly, we encourage you to interact with City staff early in the process. Early interaction can often save applicants time and money. The city retains an urban design consultant who advises the DRB and city staff on matters relating to the Downtown Code. Staff may refer applicants with specific questions to the consultant. Interaction with the urban design consultant is available at no cost to the applicant.

Design Review Board Meetings: The DRB has scheduled meetings on the first Tuesday of each month. To comply with notice requirements, please plan to have submittal materials to the City Planning Office 21 days prior to meeting. The scope of the DRB's duties includes both bigger picture planning questions related to a project's overall compatibility with the Code (e.g., does the envisioned building's form, massing, and placement on the site meet with the aims of the code) and a highly-detailed review of the specifics of a fully designed project. Therefore we find it mutually beneficial for most projects to plan for two or more visits with the board.

The Typical Process:

The DRB offers two forms of approval – Preliminary & Final.

Preliminary Approval Requirements: For applicants with multiple buildings or complex site configurations, the DRB offers a Preliminary Approval. The purpose of this approval is to provide conceptual review and approval of all site plan-related issues and general building design. Required elements for this approval include:

- Site Survey showing property boundaries, adjacent buildings within 200 feet, and 2 foot topographic contours
- Site Plan including general site configuration, driveways and parking areas, building locations, and landscape considerations.
- Conceptual Building Illustrations that convey building mass, scale, street-level detailing, window patterning, and general design intent. These are ideally depicted using a three-dimensional model set in the context of the block.

Preliminary Approval Board Considerations: To grant preliminary approval, the DRB will review the application for conformity with all applicable standards of the Code. The Board will also consider any requests by the applicant for any Discretionary Modification of Standards (DMS). Any DMS requests must be addressed specifically in the application prior to the meeting. The Board may not grant any DMS except those specifically requested in advance. Any such items should be identified specifically and accompanied with written justification referencing the aims expressed in the Code. The final scope of Preliminary Approval is approval of the site plan and acknowledgement of general conformity (e.g., setbacks, height) of the proposed buildings. Preliminary site work may commence with this approval.

Final Approval Board Considerations: For full and final approval, the applicant should have the complete package as prescribed in the checklist. Required elements for this approval include:

- Building elevations and facades
- Building materials and details
- Streetscaping
- Entries, windows, and compliance with mandatory transparency standards
- Site landscaping
- Screening of mechanical equipment
- Signage
- Any other element that has not been previously approved and required for code compliance.

If the potential exists for any building code questions to affect the exterior of the structure(s) or the site plan, applicants are encouraged to consult with the City's Building Official prior to seeking final DRB approval. The Board will also consider any requests by the applicant for any Discretionary Modification of Standards (DMS). Any DMS requests must be addressed specifically in the application prior to the meeting. The Board may not grant any DMS except those specifically requested in advance. Any such items should be identified specifically and accompanied with written justification referencing the aims expressed in the Code.

Final Approval Required Prior to Building Construction: The Board recognizes that sometimes developers seek to begin work on the initial stages of construction prior to completing all design details. The applicant bears all risk associated with such situations. Conditions created by the applicant are not appropriate justification for any deviation from the Code. To this end, no building construction (including foundation work) may commence without final approval by the DRB.

Adjustments After Construction Commencement: The Board recognizes that some desired changes to design details can emerge as a project moves forward. The board's ability to approve modifications mid-project is limited. Applicants are encouraged to communicate with staff immediately if situations arise that might create justification for alteration of an approved design. There is a possibility that modifications mid-project will require additional hearings by the Board.