



WACCAMAW NECK COMMERCIAL CORRIDOR OVERLAY ZONE Architectural Review Checklist

**This checklist is to assist you with your application submittals.
Staff uses this form to insure compliance with the ordinance.**

Project Name: _____

Owner/Developer: _____

Tax Parcel ID; _____

Lot Size: _____

ELIGIBILITY DETERMINATION

Zoning District _____

Frontage on US 17 _____

Type of Construction _____ A. New Construction
_____ B. Rehabilitation of existing commercial structure
_____ C. Conversion of residential structure to
commercial use

_____ If A above, does the project fall under any of the following?
_____ Group A, E or I occupancies (assembly, educational and
institutional).
_____ Building and structures three stories or more in height
_____ Buildings and structures 5,000 square feet or more in area

_____ If B or C above, are the proposed costs projected to be over 50% of the
assessed property value?

Proposed construction cost _____

Assessed property value _____

Total Square Footage _____

SUBMISSION REQUIREMENTS

Preliminary Design Review

- _____ SCHEMATIC LANDSCAPE PLAN – showing the location of the building, parking areas, walks and proposed landscape concepts. A ledger indicating the number and type of species proposed. A basal tree calculation. Indicate the about of pervious / non-previous surfaces.

- _____ TOPOGRAPHIC SURVEY – identifying trees to be retained.

- _____ DIMENSIONED SITE PLAN – includes a north arrow, scale that is used, address of the property, the boundaries of the parcel with dimensions, location of all easements, centerline of all streets, outline of all structures with dimensions labeled, also septic systems, fences, driveways, sidewalks, parking area, utility locations, dumpsters, and the footprint of any buildings on adjacent properties.

- _____ SCALED ELEVATION DRAWINGS – representing the view of all exterior sides of the proposed structure. Label all materials that are proposed with their location.

Final Design Review (For Design and Building Permit Approvals)

- _____ DIMENSIONED SITE PLAN
- _____ LANDSCAPE & TREE PLAN
- _____ GRADING PLAN
- _____ FLOOR PLANS
- _____ ROOF PLAN
- _____ ELEVATIONS
- _____ TYPICAL WALL SECTIONS
- _____ EXTERIOR BUILDING CONSTRUCTION DETAILS
- _____ PARKING PLAN
- _____ FOUNDATION PLAN
- _____ HVAC LAYOUT
- _____ ELECTRICAL LAYOUT
- _____ PLUMBING LAYOUT
- _____ OCRM APPROVAL OR EXPEMPTION
- _____ WATER & SEWER RECEIPTS
- _____ ELEVATION CERTIFICATE FOR “A” & “V”

COMPLIANCE WITH GENERAL DESIGN PRINCIPLES

- ___ Uniform architectural theme with appropriate scale, proportion, detail, materials, color and landscape.
- ___ Front elevation design with no unrelieved repetition of shape or form, nor unbroken extension of line.
- ___ Side elevations.
 - ___ Sheathed in a similar material as the front.
 - ___ Screened from view by the use of fencing or plantings.
- ___ Wall signs and symbols on building elevations proportionately sized with other architectural features of the building.
- ___ All signs in accordance with Sign Regulations.
- ___ Proposed development in compliance with the Tree Protection and Replacement Regulations.
- ___ Pervious materials specified for walks and parking areas where practical.
- ___ Screening of mechanical equipment, loading areas, and dumpsters.
- ___ If bare galvanized fencing is specified, fencing restricted to areas not visible from adjoining properties or public thoroughfares.

BUILDING DESIGN SPECIFICATIONS

- ___ Residential scale using traditional building material including wood and / or hardi-plank siding, brick, or stucco with contrasting trim.
- ___ Roof structures either gable or hipped with a minimum slope of 6/12 (flat roofs may be used if they occupy less than 50% of the total roof structure; porch or canopy roofs may be a lesser slope than the requirement of main roof structures).
- ___ Large expanses of glass window divided into smaller divided lights with mullions or munitions (either true or divided).
- ___ Undivided glass panes specified under the maximum size of nine (9) square feet (undivided panes up to 9 square feet in size may be used in tandem for storefront applications, however, the larger the pane, the larger the mullions required. When metal storefront window systems are used, rolled or extruded shapes shall be a minimum of 1 3/4" in width and shall be recessed a minimum of 3" from the building face).
- ___ True or simulated divided lights constructed of either wood, vinyl-clad wood or metal.

- Windows and doors finished in either white or another approved color.

- If accent windows are specified, window shape is either:
 - Circles
 - Ellipses
 - Half-rounds

- If shutters are specified, style is either:
 - Louvered
 - Paneled
 - Board and batten

- If shutters are specified, shutters to be hung from:
 - Window sides or jambs
 - Window tops or heads

- Mechanical system units to be screened from view.

- All new electrical service to be buried.

- Exterior building siding materials specified from the following:
 - Wood clapboard, shiplap or board and batten
 - Wood shingles or shakes
 - Concrete fiberglass composition (Hardi-plank) or other synthetic products that show a wood grain and closely resemble wood siding in texture.
 - Brick, stucco, tabby, or synthetic stucco with light texture.

- Roofing materials specified from the following:
 - Wood shingles or shakes
 - Slate shingles
 - Copper
 - Architectural-grade asphalt or fiberglass shingles
 - Galvanized standing seam or v-crimp metal
 - Painted corrugated metal
 - Concrete composition shingles
 - (Other standard roofing material applications, like built up tar and gravel, are acceptable if not exposed to view from U.S. 17 or adjoining streets)

- Window finishes specified from the following list:
 - Wood, vinyl or vinyl-clad (both windows and trim).
 - Metal or metal-clad painted to contrast with the building siding color.

_____ Paint colors selected from the approved palette.

Colors selected:

If you have any questions about this process, please call our office at 843-545-3158 for assistance.