

TOWN OF MOUNT PLEASANT

P.O. BOX 745
MOUNT PLEASANT, SC 29465



TEL (843) 884-1229
FAX (843) 856-2195

PLANNING AND DEVELOPMENT

DESIGN REVIEW APPLICATION

REQUIREMENTS: (1) This application and required plans must be submitted to the Department of Planning and Development fourteen (14) calendar days prior to the Design Review meeting. (2) Applications must include all information required in the *Site and Architectural Plans Checklist* which is available from the Department of Planning and Development. (3) All sets of plans must be collated and folded (to 8 1/2 x 11). (4) Each application must be accompanied by the appropriate fee, which is due upon receipt of the initial application.

FEE SCHEDULE:

0-5 acres	\$100.00	21-50 acres	\$300.00	Signs	\$25.00
6-10 acres	\$150.00	51-100 acres	\$400.00		
11-20 acres	\$200.00	100 + acres	\$400.00 + \$2.00 per acre		

PLEASE CHECK THE DESIRED REVIEW TRACK: **STAFF REVIEW** **DRB REVIEW**

REQUEST:

Preliminary Approval Date of Pre-application meeting: _____
 Final Approval Date of Preliminary Approval: _____

PROJECT NAME: _____

COMPLETE ADDRESS OF PROJECT (Address must be assigned by the Planning Department prior to submittal. If in shopping center, indicate shopping center name also.)

Primary Contact Name: _____ **Firm** _____
Phone: _____ **e-mail:** _____

Owner/Developer Name: _____ **Firm:** _____ **Phone:** _____

Architect Name: _____ **Firm:** _____ **Phone:** _____

Landscape Architect Name: _____ **Firm:** _____ **Phone:** _____

Engineer Name: _____ **Firm:** _____ **Phone:** _____

OTHER APPROVALS: Indicate the date(s) of ALL other Town approvals for this project:

Town Council _____ Planning Commission: _____ BOZA: _____

All information required by the *Site and Architectural Plan Checklist* is included and the application is complete. If an application is found to be incomplete, the primary contact will be notified and the application will be removed from the agenda. I also understand that any changes or alterations made to the approved final drawings must be resubmitted for approval. A Certificate of Occupancy will not be issued if the building and/or site and landscaping differ from the approved plans.

Signature of Owner/Developer or Representative

The Design Review meeting will be held at _____ a.m./p.m. on _____, 20_____.

RECEIVED \$ _____ BY: _____ DATE: _____