

Planning and Development - Permit Application Center

P.O. Box 1119, or 1 Town Square
Ridgeland, South Carolina 29936
Phone: 843-726-7500 FAX: 843-726-7525
www.ridgelandsc.gov



ARCHITECTURAL REVIEW APPLICATION

WHEN TO USE THIS PROCESS, AND WHEN TO USE A DIFFERENT ONE

This application should be used for Architectural review for all commercial, industrial, institutional, multifamily and residential structures being built in the Town of Ridgeland.

APPLICATION PROCESS

- 1. Schedule the required sketch plan review meeting.** Sketch plans are usually a one-sheet conceptual drawings, but please refer to the **Sketch Plan Application** for additional information about what they should include. During the meeting, staff will explain the applicable standards and review process for the preliminary plat, and give you feedback about your sketch.

- 2. Submit the following in PDF format** to the Permit Application Center via email to jrowland@ridgelandsc.gov

- Architectural Review Application (page 3 of this application)
- Plans and related documents that contains the information listed on the following pages.

- 3. Town staff will review your plan** and send comments back to the designated contact person on the application within 10 business days.

- 4. Planning Commission meeting:**

Most Architectural plans require Planning Commission approval. (Rare exceptions will exist for PDD's and other previously approved projects.

The Planning Commission generally meets on the second Monday of each month. Plans and review fee must be submitted 45 days prior to be on the Planning Commission agenda approximately. (For example, plans submitted January 15th, if complete, will be reviewed by February 1st. If then revised and returned, correct and complete, by February 15th, plans will be considered by the Planning Commission during its meeting in March.)

If a plan requires further revision after the Planning Commission meeting, the revised plat must be received by the 20th of the month to remain on the next month's Planning Commission agenda.

AFTER THE ARCHITECTURAL DETAILS ARE APPROVED

After the architectural details are approved, submit four paper copies to the Permit Application Center. The next step for most projects is to develop **Civil Construction Plans**.

**ARCHITECTURAL REVIEW
APPLICATION
(FOR SUBDIVISIONS)**

INFORMATION

Project Address(es): _____

Tax Map #(s): _____

Project Description: _____

APPLICANT

Name: _____ Company: _____

Address: _____

Phone: _____ Email: _____

Are there any recorded deed restrictions or restrictive covenants that apply to this property that are contrary to, conflict with, or prohibit the permitted activity being requested?

Yes.

No. [Attested by Owner: _____]

Signature: _____ Date: _____

PROPERTY OWNER

Property Owner's Name: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

OTHER PROJECT CONTACTS

Name: _____ Company: _____

Phone: _____ Email: _____

Name: _____ Company: _____

Phone: _____ Email: _____

ARCHITECTURAL REVIEW CHECKLIST

The following identifies required information to be placed on Architectural Review Plans. It also refers to key areas of the Ridgeland Zoning Ordinance, but does not serve as a substitute for the regulations contained within that document.

GENERAL PROJECT INFORMATION:

GENERAL

1. Show proposed name of project.
 2. Provide the name, mailing address, email address, and phone number of the owner and/or developer and designer of the site plan.
 3. Include a vicinity map showing location of proposed project.
 4. Include a site plan with recorded plat/survey (1"=20" Min.) including proposed Structure with setbacks, surveyor's stamp, easements, street names, significant trees (10" diameter of more), adjacent buildings, Lighting, drainage, lot coverage, all utility lines, septic fields, wells, environmental protection areas (DNR, Army Core of Engineers, OCRM, etc.) Required green space.
 5. Name of Architect, surveyor and Engineer.
 6. Proposed Demolition
 7. Photographs of existing site and adjacent properties.
 8. Building Floor Plans and Roof Plans with service yards and mechanical equipment size and location (1/4th Scale)
 9. Building Elevations with labeled materials, vertical dimensions, section, wall section and detail tags, etc. (1/4th Scale)
 10. Building Section with labeled materials, vertical dimensions, section and detail tags, etc. (1/4th Scale)
 11. Details
 - Eaves Details
 - Railing Details
 - Column Details
 - Window Types, manufacture/specifications
 - Window and Door Head/Jambs/Sill Details
 - Porch Sections and Details
 - Hogboard Details
 - Exterior Moldings
 - Fence Details
 - HVAC Screen Walls
 - Ancillary Building Details
 12. Materials, colors, specifications, samples and fixture cut sheets.
 - Incomplete Submissions will not be reviewed
 - Application is responsible for providing the correct number of copies.
-

1. 5.13.1 The following architectural standards shall apply to all structures in the following transect zones: T2.5, T3, T4, T5, and SD-Exit 2.
2. 5.13.2 Walls—Materials.
 - a. Walls shall be finished in wood clapboard (sealed with paint or stain), board and batten, cedar shingles, "hardie plank," stucco, or brick. Walls may be finished in brick as approved by the CRC. Walls for single family residential units may be finished in vinyl siding on a case by case basis as approved by the CRC.
 - b. Foundation walls, and piers shall be parged block, smooth finished poured concrete, tabby, stucco or brick.
 - c. Crawl space may be skirted with horizontal wood boards, or framed wood with not more than 1.5" spaces between boards or wood louvers. Lattice shall be installed between supports as approved by the CRC. Galvanized hardware cloth may be placed behind the lattice.
 - d. Garden walls shall be stucco or brick. Gates in garden walls shall be wood or iron. Garden walls shall not be perforated with precast elements, but may accommodate pierced brick.
 - e. Fences at frontages and in front yards shall be made of smooth cedar, or p.t. wood pickets; spacing between pickets shall not exceed 1.5". All other fences shall be made of wood boards with a rectangular section. Wood fences may have stucco, brick, or tabby piers. Wire fences are permitted as long as the posts are made of wood and the fence is planted with a growing vine i.e. jasmine, etc. Cyclone fences are not permitted.
 - f. Retaining walls shall be built of stucco, brick, or tabby.
3. 5.13.3 Walls—Configurations and techniques.
 - a. Walls may be built of no more than two materials and shall only change material along a horizontal line, i.e. cedar shingles may be combined with wood siding when the material change occurs horizontally, (typical at floor line or a gable end), with the heavier material below the lighter. All the walls of a single building must be built of the same materials in the same configuration. Wood clapboard and shingles shall be horizontal.
 - b. Siding shall be horizontal, maximum 6" to the weather.
 - c. Boards with more than 6" to the weather shall show a 1" variation from one board to the next. Shingles shall be maximum 8" to the weather. Decorative shingles shall not be permitted.
 - d. Stucco shall be smooth sand- or tabby-finished.
 - e. Trim shall be minimum grade "B" trim lumber; and shall be 3.5" to 6" in width at corners and around opening, except at the front door, which may be any size (3.5" minimum) or configuration.
 - f. Garden walls shall be minimum 8" thick and have a horizontal cap. Brick mortar joints shall be struck and no more than $\frac{3}{8}$ " wide.
 - g. Fences on adjacent lots shall have different designs. Fences in front yards shall be as indicated in the code. Wood fences shall be painted white or Charleston green unless otherwise approved by the CRC.
 - h. Walls shall be one color.
 - i. Colors: Colors for all materials shall be selected from a master list approved by the CRC. Rough siding shall be a dark color. Masonry, smooth siding and trim shall be a light color, which may or may not be the same as the wall color.
 - j. Paints and stains: All exterior smooth wood shall be painted. Wood shingles may be left to age naturally, or shall be stained.
4. 5.13.4 Elements—Materials.
 - a. Chimneys shall be finished with stucco or brick. Flues for pot belly stoves shall be metal with an appropriate lintel or jack arch.
 - b. Piers and arches shall be made of stucco, brick, or tabby.
 - c. Porches, columns, posts, spindles and balusters shall be made of wood. Porches may be enclosed with glass or screens for a maximum of 30% of their length; however glass enclosures are not permitted at frontages. Porch ceilings may be enclosed with painted wood; exposed joists shall be painted.
 - d. Arcades in Zone T4 or T5 shall be metal or stucco, with wood or metal posts, railings, and balconies.
 - e. Stoops shall be made of wood, brick, or concrete. If concrete, a stoop shall have brick or stucco cheek walls.
 - f. Decks shall be located in rear yards only, elevated a maximum of 30' above grade and painted or stained (except walking surfaces which may be unpainted).

- g. Awnings shall have a metal structure covered with canvas or synthetic canvas.
 - h. Metal elements shall be unpainted galvanized steel, anodized or ESP aluminum, or marine grade aluminum.
 - i. Patios and stoops may have horizontal surfaces made of brick, or tabby.
 - j. The following shall not be permitted: Panelized materials, keystones, quoins, window air conditioning units, above-ground pools (except those of the inflatable variety), antennas, solar panels, signs (on private property), direct vent fireplaces.
5. 5.13.5 Elements—Configurations and techniques.
- a. Chimneys shall be a minimum 2:1 proportion in plan and capped to conceal spark arresters. Fireplace enclosures and chimneys shall extend to the ground.
 - b. Porch piers of masonry construction shall be no less than 12' × 12".
 - c. Arches of masonry construction shall be no less than 12" in depth.
 - d. Arcades and breezeways shall have vertically proportioned openings.
 - e. Screen porches shall have screens framed in wood installed behind framed railings.
 - f. Columns (the classical orders), if provided, shall be of the Tuscan or Doric orders with correct proportions or profiles according the American Vignola.
 - g. Posts shall be no less than 6" × 6", except at outbuildings. Railings shall have horizontal top and bottom rails. Wood top rails shall be eased and bottom rails shall have a vertical section. Top and bottom rails shall be centered on the pickets. The opening between spindles and balusters shall not exceed 4".
 - h. Balconies which cantilever shall be structurally supported by brackets.
 - i. Signs attached to buildings shall be integral to the storefront, no larger than 18" in height and externally lit.
 - j. Awnings shall be rectangular in shape with straight edges.
 - k. Awnings may have side panels but shall not have a bottom soffit panel. Awnings shall not be backlit.
 - l. Spotlights attached to building walls or roof eaves are only permitted in rear yards and illuminating cone shall not emit excess or direct light beyond property line.
 - m. Wood elements must be painted or stained with an opaque or semi-solid stain, except walking surfaces which may be left natural.
6. 5.13.6 Roofs—Materials.
- a. Roofs shall be clad in wood shingles, (corrugated, 5 V crimp or standing seam) galvanized steel, galvalume or copper. Asphaltic or fiberglass shingles shall be architectural grade and shall be submitted for approval.
 - b. Gutters and downspouts, when used, shall be made of galvanized steel, copper (not copper-coated), anodized or ESP aluminum.
 - c. Flashing shall be copper, lead or anodized aluminum.
 - d. Copper roofs, flashing, gutters, and downspouts shall be allowed to age naturally (not painted or sealed).
7. 5.13.7 Roofs—Configurations and techniques.
- a. Principal roofs shall be a symmetrical gable or hip with a slope of 6:12 to 10:12.
 - b. Ancillary roofs (attached to walls at the highest portion of the principal building) may be shed sloped no less than 2:12. Roofs on towers shall be flat or have a slope of 4:12 to 8:12.
 - c. Flat roofs, including flat roofs on towers, shall be permitted only when occupiable and accessible from an interior room. Flat roofs shall have a railing or parapet wall no less than 36" high.
 - d. Parapets shall be horizontal.
 - e. Eaves shall be continuous. Eaves which overhang less than 8" shall have a closed soffit. Eaves which overhang more than 16" shall have exposed rafters. Eaves which overhang between 8" and 16" shall have either a closed soffit or exposed rafters. Rafter tails may not exceed 8" in depth.
 - f. Gutters shall be half-round. Downspouts shall be round.
 - g. Dormers shall be habitable, placed a minimum of 3' from side building walls and have gable or shed roofs with a slope to match the principal structure or shed roofs with a slope 3:12. Dormers shall not be excessively larger than windows, i.e. no siding at either side of windows. Dormer eaves and rake trim should be scaled down from primary eaves and rake trim proportions (66%).
 - h. Skylights shall be flat and mounted so as not to be visible from any fronting street.
8. 5.13.8 Openings—Materials.
- a. Windows shall be made of wood (painted), vinyl or aluminum clad and shall be glazed with clear glass. All trim shall be no less than 3.5". Bay windows shall be made of trim lumber. Corner trim shall be no less than 4".

- b. Doors (including garage doors) shall be wood or metal. Doors shall be painted or stained.
 - c. Storefront shall be made of wood, or metal.
 - d. Shutters shall be wood, PVC, painted, operable and meet the width of the window when closed.
 - e. Security doors and window grilles must be approved.
9. 5.13.9 Openings—Configurations and techniques.
- a. Windows rectangular single-, double-, or triple-hung, awning, fixed (under 2 sf), or operable casement types, with a square to vertical proportion. Transoms may be oriented horizontally with panes of vertical proportions. Multiple windows in the same rough opening shall be separated by a 4" minimum post. In masonry walls the centerline of the window sash shall align with the centerline of the wall.
 - b. Window muntins shall be true divided light or simulated divided light windows or fixed on the interior and exterior surface and create panels of square or vertical proportion.
 - c. Bay windows shall have a minimum of 3 sides and shall extend to the floor inside and to the ground outside, if located on the ground floor or, if not, be structurally supported by brackets.
 - d. Storm windows and screens shall be integral with the window. Screens shall be made of brass, bronze, or black vinyl.
 - e. Front doors, including the entry door to the porch on side yard houses, shall be located on the frontage line. (Paired doors are not permitted at frontages. Windows in doors must be rectangular and vertically-oriented.)
 - f. Doors shall be hinged. Doors, except garage doors, shall be constructed of planks or raised panels not flush with applied trim which express the construction technique.
 - g. Garage doors facing a street frontage shall be a maximum of 10' in width. Garage doors facing an alley shall have a light fixture with an incandescent bulb activated by a photocell. Garage doors shall be painted or stained. Storefronts shall be painted a dark gloss color.
 - h. Shutters shall be operable, sized and shaped to match the openings.
 - i. Stucco trim articulations shall be subject to approval by the CRC.
 - j. An accent color, for items such as the front door and shutters, may be used subject to approval from the CRC.