



City of Conway

Community Appearance Board

APPLICATION / CERTIFICATE OF APPROPRIATENESS

Staff Use Only
Received: _____
Staff: _____
Inspected: _____

City of Conway Planning Department
206 Laurel Street, 29526

Phone: (843) 488-9888
Conway, South Carolina

FAX: (843) 488-9890
www.cityofconway.com

Property Address:		TMS#:	
Review Request:	Project Type:	HDRD:	Meeting Date:
<input type="checkbox"/> Conceptual <input type="checkbox"/> Preliminary <input type="checkbox"/> Final	<input type="checkbox"/> Alterations / Additions <input type="checkbox"/> New Construction <input type="checkbox"/> Signs <input type="checkbox"/> Landscape <input type="checkbox"/> Color Change	<input type="checkbox"/> Miscellaneous (Fencing, roofs, etc) <input type="checkbox"/> Demolition / Moving of Structure <input type="checkbox"/> Repairs / Repainting with no Change <input type="checkbox"/> Appeal the Decision of Planning Staff	
Property Owner:		Daytime phone:	
Applicant:		Daytime phone:	
Applicant's mailing address:		Applicant's e-mail address:	
City:		State:	Zip Code:
Applicant's relationship:		<input type="checkbox"/> Owner <input type="checkbox"/> Design Professional <input type="checkbox"/> Contractor <input type="checkbox"/> Real Estate Broker <input type="checkbox"/> Other	
Value of Project (As noted on Building Permit): \$			
<u>In your own words, describe what you are requesting:</u>			

<p>Submittal Requirements: (See attached CAB Requirements) ***Digital copies of all supporting materials must be submitted along with two hard copies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Zoning approval obtained and/or initial TRC review completed <input type="checkbox"/> Completed CAB application <input type="checkbox"/> Two (2) copies of all relevant information (As deemed necessary by CAB and/or Planning Director) <input type="checkbox"/> Site plans illustrating of existing structures and proposed new structures and/or additions <input type="checkbox"/> Landscape plans illustrating the location of existing landscaping and proposed new landscaping; 	<ul style="list-style-type: none"> <input type="checkbox"/> Building designs and facade drawings of the front, sides, and rear of all proposed new structures and/or facades proposed to be renovated; <input type="checkbox"/> Plans for existing signage and proposed new signage; <input type="checkbox"/> Color samples of paint, brick, shingles, siding; <input type="checkbox"/> Topographic surveys; <input type="checkbox"/> Tree surveys; <input type="checkbox"/> Lighting plans; <input type="checkbox"/> Specifications for miscellaneous architectural elements (lighting fixtures, hardware and finishes, etc.)
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I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be inspected, and that all required material will be submitted to the City of Conway Planning Department no later than ten(10) days prior to the meeting date. The Community Appearance Board meets the second and fourth Wednesday of each month at 4:00 P.M. in City Hall, 229 Main Street. **I understand that it is my responsibility to obtain all necessary approvals from other city departments, and that all zoning requirements must be satisfied prior to the project's being placed on a Community Appearance Board agenda. A REPRESENTATIVE MUST BE PRESENT AT THE MEETING TO HAVE YOUR REQUEST HEARD.**

Applicant's signature: _____ date: _____

Print name legibly: _____



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REQUIREMENTS AND PROCEDURES

Sign Permit Procedures

Application to erect, alter, or relocate a sign shall be made to the City Planner upon a form provided by the City Planner and **shall include the following information. Applicants shall submit two (2) copies of all relevant information as follows:**

1. Name, address, telephone number, and signature of the owner of premises (and occupant if different) granting permission for the construction, maintenance, or display of the proposed signage.
2. Name, address, telephone number, and signature of sign contractor.
3. The approximate value of the project/sign to be installed, including the installation cost.
4. Two copies of a sketch or blue print of the proposed signage drawn to scale, showing elevations of the sign as proposed on the building facade, awning, or canopy. In the case of a freestanding sign, a sketch plan of the property drawn to scale illustrating the proposed location of the sign.
5. Specifications and scaled drawings showing the materials, design, dimensions, structural supports, and electrical components of the proposed sign.
6. Any other information, specifications, photographs, or the like deemed necessary by the Planning Department staff in order to assure compliance with requirements set forth herein.

New Construction/Additions/Alterations

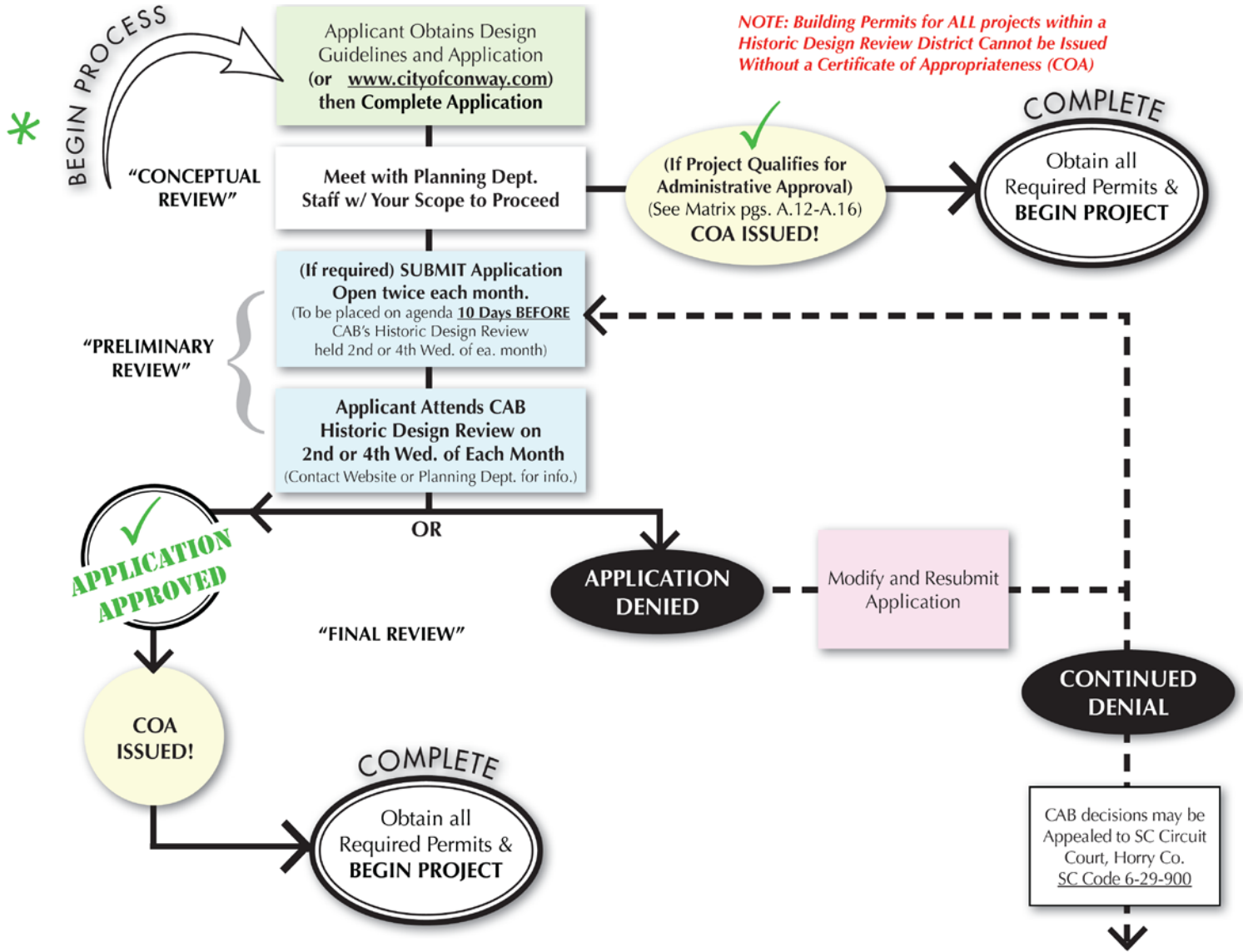
Prior to the issuance of a zoning permit, **applicants shall submit two (2) copies of all relevant information** deemed necessary by the Community Appearance Board and/or the Planning Director in order for the Board to approve or deny the application. **Relevant information may include but shall not be limited to:**

1. site plans illustrating the location of existing structures and proposed new structures and/or additions;
2. landscape plans illustrating the location of existing landscaping and proposed new landscaping;
3. building designs and facade drawings of the front, sides, and rear of all proposed new structures and/or facades proposed to be renovated;
4. plans for existing signage and proposed new signage;
5. color samples of paint, brick, shingles, siding, etc.;
6. topographic surveys;
7. tree surveys;
8. lighting plans.
9. Specifications for miscellaneous architectural elements (lighting fixtures, hardware and finishes, etc.)

Definitions

- A. **Conceptual Review:** Applicants are encouraged to meet with Planning Department staff prior to the preparation of working drawings and specifications. The purpose of the meeting shall be to familiarize applicants with the City of Conway Community Appearance Board and the design review standards. Applicants may meet with the Community Appearance Board for a tentative reaction to the general design concept of a proposed project.
- B. **Preliminary Review:** The Community Appearance Board shall review each application to determine if it adheres to the design review criteria. If the design and materials are consistent with the design guidelines, the Board may grant final approval. If revisions are required, the applicant shall make the necessary revisions and submit them for a final review.
- C. **Final Review:** Once the Community Appearance Board has determined that an application satisfies all design guidelines, the Board may approve the issuance of a COA (Certificate of Appropriateness).

DESIGN REVIEW PROCESS AND FLOW CHART



2017 COMMUNITY APPEARANCE BOARD MEETING SCHEDULE

MEETING DATE	APPLICATION DEADLINE DATE
January 11, 2017	December 30, 2016
January 25, 2017	January 13, 2017
February 8, 2017	January 27, 2017
February 22, 2017	February 10, 2017
March 8, 2017	February 24, 2017
March 22, 2017	March 10, 2017
April 12, 2017	March 31, 2017
April 26, 2017	April 14, 2017
May 10, 2017	April 28, 2017
May 24, 2017	May 12, 2017
June 14, 2017	June 2, 2017
June 28, 2017	June 16, 2017
July 12, 2017	June 30, 2017
July 26, 2017	July 14, 2017
August 9, 2017	July 28, 2017
August 23, 2017	August 11, 2017
September 13, 2017	September 1, 2017
September 27, 2017	September 15, 2017
October 11, 2017	September 29, 2017
October 25, 2017	October 13, 2017
November 15, 2017	November 3, 2017
December 13, 2017	December 1, 2017

By signing this application, I agree that I have received a copy of the meeting schedule and understand that either myself or my designated representative must be present. Otherwise, the Board may choose to hear my request in the absence of my presence, or defer to a future meeting date.

Signature

Date