

# Architectural Review Process and Approval Procedure



157 NW Columbia Ave P.O. Box 183 Chapin, SC 29036

- 1. Pre-Application Procedure:** Architectural review is required to meet with the Administrator prior to submittal of application. It is recommended the applicant provide a Sketch Plan (*Section 10.3.1.b*) to the Administrator prior to or at the pre-application conference. The Administrator may also request that the applicant attend a preliminary review with the Architectural Review Board (ARB)
- 2. Required application information:** The Administrator shall review any provided sketch plan with the applicant. The Administrator may suggest that the applicant submit the sketch plan to the Architectural Review Board (ARB) for comment and recommendation. The (ARB) shall review the sketch plan for compatibility with the Comprehensive Plan. The Administrator may also request further documentation as identified in (*Section 10.6.4*).
- 3. Determination of Completeness:** The Administrator will review the application to ensure it is complete, prepare a report and recommendation and schedule the review with the ARB.
- 4. Public Meeting:** A public meeting shall be held with the Applicant to review the applicant's proposal and discuss the plan. The ARB shall review the Preliminary Development Plan for compliance with the criteria and provisions in the Zoning Ordinance and the UDO. The Applicant will be directed to address comments and conditions, if any, and resubmit the application materials. Upon resubmittal, the application materials will be reviewed for compliance with the Staff Report. The Administrator may approve, approve with conditions, or deny the application based on whether the application complies with the Zoning Ordinance, the UDO, and the Planning Commission's comments and requirements. Preliminary Development Plan Application approval or conditional approval of a preliminary plan authorizes the developer to begin engineering and construction drawings for community facilities needed for land development.
- 5. Decisions / Approvals:** Upon completion of the public meeting and review, the ARB may approve, deny, or approve the application with conditions for Certificate of Appropriateness (COA) as long as they are compliant with (*Section 10.6.8., a - c*) of the UDO.
- 6. Final Development Plan and Zoning Application:** The Applicant shall submit a completed Zoning Permit Application with a final site-specific development plan. The Administrator will review the submission for completeness. The final site-specific development plan shall conform to the greatest extent possible with the design depicted on the approved preliminary plan. All conditions required for Planning Commission approval and the land disturbance permit shall be reflected. Application approval of a Zoning Permit authorizes the applicant to apply for a building permit.