

BOARD OF ARCHITECTURAL REVIEW APPLICATION

Date Submitted: _____ Date of Meeting: _____

Name of Applicant: _____

Signature _____
If different from owner, please provide written consent from the property owner

Mailing Address of Applicant: _____

Phone _____ Fax _____ Email _____

Physical Address of Property: _____

.....
Type of Project:
New Building _____ Addition _____ Façade Alteration _____ Signs _____
Other (please describe): _____

.....
Office Use Only:

Fee Paid _____

Approved _____ Conditional Approval _____ Denied _____

Remarks/Comments _____

*****Please refer to the list of required documentation. An application will not be forwarded to the board for review until all required information is received and the required fee paid.**

PLANNING & DEVELOPMENT DEPARTMENT
CITY OF EASLEY PLANNING & DEVELOPMENT OFFICE

Post Office Box 466, 205 North 1st Street, Easley, SC 29641 • Office (864)855-7908 Fax (864)855-7951

Documents Required to Complete a Request for Board of Architectural Review

The items listed below must accompany the application for design review in order to complete the request. Drawings must be submitted at an appropriate scale. Additional items may be required by the Board in order to fully understand your request.

New Building or Building Addition:

- _____ Site Plan
- _____ Building Elevations for all sides (8sets of color elevations)
- _____ Photographs of the existing site and neighboring properties (1 color set)
- _____ List of proposed materials
- _____ Color samples
- _____ Cut sheets or other information illustrating the design and type of specific design elements (windows, lighting, railings, etc.)
- _____ Written narrative describing all aspects of the project

Façade Alteration:

Refer to the checklist for new construction. For smaller projects, refer to City of Easley staff to determine completeness.

Signs:

- _____ Application must show font size of sign letters
- _____ Scaled drawings for proposed signage.
- _____ Wall or projecting blade signs shall include a scaled drawing of the façade on which the signs will be placed.
- _____ Photographs of the existing site and neighboring properties (1 color set)
- _____ List of proposed materials
- _____ Color samples
- _____ Cut sheets or other information illustrating the design and type of lighting or other details

NOTE: Materials presented to the Commission will not be returned to the applicant and will become the property of the City and will become public information.