

**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 1<sup>st</sup> 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:**

- \_\_\_\_\_ 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.