



**Planning Department**  
200 Tom Hall Street  
Fort Mill, SC 29715  
Phone: 803-835-2337

## Commercial Appearance Review Application

### General Information

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Submission Checklist

- Completed application
- Full set of elevations with dimensions
- Site plan
- Landscape plan
- Building material samples

**\*there is no fee associated with this application**

### Property Information

Property Address: \_\_\_\_\_ Tax Map ID #: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Zoning Designation: \_\_\_\_\_

**Please provide a brief narrative of the proposed scope of work:**

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Applicant Signature: \_\_\_\_\_

**\*Please submit all materials to Lauren Hebert at lhebert@fortmillsc.gov at least three weeks prior to the meeting date.\***

## **Article V of the Town of Fort Mill Zoning Ordinance outlines the following standards for Commercial Development Appearance Review:**

### **Sec. 1. - Purpose.**

Commercial development appearance review shall be required for all proposed commercial or office development in all zoning districts except the historic district. Compliance with the requirements for commercial development appearance review shall be required in addition to the requirements of the underlying zoning district. The purpose of commercial development appearance review is:

- 1) To promote Fort Mill's economic viability by encouraging commercial development that enhances the character of the town;
- 2) To enhance and protect property values by encouraging excellent design;
- 3) To encourage architectural freedom, imagination, and variety, and to encourage creative design solutions that will enhance the town's visual appearance.

### **Sec. 2. - Definitions.**

As used in this section, words and terms shall have the following definitions:

- 1) Appearance review committee: The municipal committee responsible for ensuring that proposed commercial development complies with the appearance review standards for proposed commercial development.
- 2) Proposed commercial development: All new exterior construction or addition which adds square footage associated with commercial uses except for maintenance, minor repairs, restoration, and temporary structures. Commercial uses include all retail, business, and office uses.

### **Sec. 3. - Site plan.**

A site plan prepared by a registered engineer or architect shall be submitted for all proposed commercial development. The site plan shall be drawn to scale and shall be accompanied by a narrative, as appropriate, showing and outlining the following:

- A) Name and address of applicant and site;
- B) Scale and north point;
- C) Total land area of site in square feet;
- D) Property boundaries;
- E) Location and dimensions of parking areas;
- F) Number of off-street and on-street parking spaces required by regulations and proposed;
- G) Location, use, elevations, and dimensions of proposed buildings and buildings within 50 feet of the site boundaries;
- H) Location and dimensions of proposed easements, conduits, and rights-of-way;
- I) Existing and proposed landscaping and plant materials, including the type, size, number, and spacing of plants;
- J) Type, height, and location of night lighting;
- K) Location and height of proposed signs; proposed setbacks of signs, elevation of each face of the proposed sign; size of letters and graphics; colors and frame materials and details;
- L) Loading areas and facilities;
- M) Pedestrian access;
- N) Location, height, and details of walls and fences;
- O) Curb cuts;
- P) Designation of the kind, color, and texture of all exterior materials.

#### **Sec. 4. - Appearance review.**

- 1) Commercial development appearance review by the appearance review committee shall be required for all zoning permits and special exceptions for proposed commercial developments to ensure conformity with the appearance standards.
- 2) Applications for commercial development appearance review shall be submitted on an application form obtained from the zoning administrator. No application shall go before the appearance review committee until the required site plan and an application fee have been submitted. The amount of the application fee shall be established by the town council during adoption of the annual budget ordinance.
- 3) Appearance review committee:
  - A) The appearance review committee is created.
  - B) Purpose: The appearance review committee shall be responsible for making recommendations on zoning and special exception permit applications for proposed commercial development.
  - C) Membership: The appearance review committee shall consist of the members of the Fort Mill Planning Commission.
  - D) Organization:
    - 1) The chairman of the planning commission shall serve as the chairman of the appearance review committee.
    - 2) The appearance review committee shall operate under the procedures and rules that govern the actions of the planning commission.

## **Sec. 5. - Appearance standards.**

- 1) Relationship of building site:
  - A) The proposed commercial development shall be designed and sited to accomplish a desirable view as observed from adjacent streets.
  - B) Parking areas shall be enhanced with decorative elements, building wall extensions, plantings, berms, or other innovative means to screen parking areas from view from the streets.
  - C) Utility services shall be underground.
- 2) Relationship to adjoining areas:
  - A) Adjacent buildings of different architectural styles shall be made compatible by use of screens, sight breaks, materials, and other methods.
  - B) Landscaping shall provide a transition to adjoining property.
  - C) Texture, building lines, and mass shall be harmonious with adjoining property. Monotonous texture, lines, and mass shall be avoided.
- 3) Landscaping: Landscaping shall conform to article IV and other sections of this ordinance.
- 4) Building design:
  - A) Architectural style is not restricted. Quality of design and compatibility with surrounding uses shall provide the basis of the evaluation of the appearance of a proposed commercial development.
  - B) Materials shall be of good architectural character and shall be harmonious with adjoining buildings.
  - C) Materials shall be suitable for the type and design of the building. Materials which are architecturally harmonious shall be used for all exterior building walls and other exterior building components.
  - D) Materials and finishes shall be of durable quality.
  - E) Building components, such as windows, doors, eaves, and parapets, shall have appropriate proportion and relationships to one another.
  - F) Colors shall be harmonious and shall use compatible accents.
  - G) Mechanical equipment or other utility hardware on roof, ground, or buildings shall be screened from view with materials harmonious with the building.
  - H) Monotony of design shall be avoided. Variation in vegetation, detail, form, and siting shall be used to provide visual interest.
- 5) Signs:
  - A) Signs shall conform to the provisions of article III and this article.
  - B) Every sign shall be of appropriate scale and proportion in relation to the surrounding buildings.
  - C) Every sign shall be designed as an integral
- 6) Miscellaneous structures: Miscellaneous structures and hardware shall be part of the architectural concept of the project. Materials, scale, and colors shall be compatible with the building and surrounding uses.