



Historic Landmarks Commission

Application for Certificate of Appropriateness

Property Address: _____

Type of Review: Alterations/Additions New Construction
 Repair/Repainting Demolition
 Signage Other (wall, fence, etc.)

Property Owner: _____ Phone Number: _____

Property Owner's E-Mail Address: _____

Applicant: _____ Phone Number: _____

Applicant's Mailing Address: _____

Applicant's E-mail Address: _____

General Description of Proposal: _____

List of Submission Materials (See Submission Materials Checklist): _____

Applicant's Signature: _____ Date: _____

Owner's Signature (if not Applicant): _____

Co-Owner's Signature (if not Applicant): _____

The above signatures certify that the information in this application is accurate and complete, that the city may copy any drawings and materials necessary for review, and that pursuant to Section 6-29-1145 of SC Code of Laws this property is not subject to a recorded covenant that is contrary to, conflicts with, or prohibits this activity.

FOR STAFF USE

Application #: _____ Tax Map #: _____ Zoning District: _____

Review Type: Staff Commission Meeting Date: _____

MAJOR Project _____ MINOR Project _____

Certificate of Appropriateness Submission Materials Checklist

GENERAL INFORMATION

1. If possible, please submit digital copies of all materials.
2. If submitting hardcopies of plans, and they are larger than 11x17, one reduced copy at 11x17 or 8.5x11 is required; staff may request oversized copies for the Commission if they think it necessary.
3. Staff may require additional materials, such as color renderings, on a case-by-case basis.

The application and all materials shall be submitted by 4 P.M. on the deadline dates (see posted calendar for deadlines).

Please submit the materials listed below that pertain(s) to your project.

REMODELING & ADDITIONS:

1. Elevation drawings **to scale** indicating proposed alterations. Architectural renderings may be required for major alterations. Include window and door design(s) if altered.
2. Exterior material descriptions for existing and proposed structures. (Staff may request you to present samples at the meeting).
3. Site plan showing dimensions of lot and location of existing building(s) or structure(s) on lot, location of additions, dimensions of existing structure and additions.
4. Photographs of existing conditions from all elevations.

NEW CONSTRUCTION:

1. Elevation drawings, showing ALL sides and dimensions to scale. Color renderings may be required.
2. Photograph(s) of proposed site and adjoining properties.
3. Site plan including building footprint and setbacks, location and number of off-street parking spaces (in some instances), lot dimensions, scale and North arrow.
4. Material & details list including door and window styles, sizes, profiles, texture samples, and colors. (Staff may request you to present samples at the meeting.)
5. Streetscape drawings showing proposed infill and one to two block area of surrounding context may be required in some special cases.
6. Location of service equipment: HVAC, meters, dumpsters etc.
7. Landscaping Plan (if applicable)
8. Sign plan (for commercial uses only)

DEMOLITION:

Requests for demolition shall follow procedures set in Section 158.103 of the City Code of Ordinances.

MATERIAL CHANGES (doors, windows, siding, etc.):

1. Written description of proposed work and a written description of the area/part of the structure that is involved.
2. Photographs of area involved. Color is preferred. Digital images can be submitted.
3. Sample or photo of materials involved.

FENCES, WALLS, DRIVEWAYS, ACCESSORY BUILDINGS:

1. Site plan showing the location of the fence, wall, driveway or accessory building, along with the lot lines and setback lines.
2. Description of materials and design. Elevation drawings are strongly encouraged.
3. Photographs of areas affected.

SIGNAGE:

1. Site plan illustrating location of proposed & existing signs with legal property lines.
2. Illustration of design showing graphics, dimensions, illumination style, and materials.
3. For wall signs, an elevation of the building showing proposed signs **to scale**.