



CERTIFICATE OF APPROPRIATENESS APPLICATION

Beaufort County Planning and Zoning
Multi Government Center
100 Ribaut Road, Beaufort, South Carolina, 29902
OFFICE (843) 255-2147

Staff Review
 Board Review
Outcome:

OFFICE USE ONLY: Date Filed: _____ Application #: _____ Zoning District: _____

BCAGHR Survey: Yes No **SHC Survey:** Yes No

Schedule: The Historic Preservation Review Board (HPRB) typically meets the 3rd Thursday of each month at 1pm. More information may be found here - <https://www.beaufortcountysc.gov/historic-preservation-board/>

Submittal Requirements: All forms and information shall be submitted digitally. In addition to a complete application form, applicants shall submit the required items according to the checklists on the subsequent page.

Nature of the Request: Alteration/Addition New Construction
 Demolition/Relocation Change after Certification

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? Yes No

If yes, please attach a copy of the covenants and restrictions to this application.

Applicant, Property, and Project Information

Applicant Name: _____

Applicant Address: _____

Applicant E-mail: _____ Applicant Phone Number: _____

Applicant Title: Homeowner Tenant Architect Engineer Developer

Owner (if other than the Applicant): _____

Owner Address: _____

Project Name: _____

Property Address: _____

Property Identification Number (Tax Map & Parcel Number): _____

Date Submitted: _____

Certification of Correctness: I/we certify that the information in this application is correct.

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

(The owner's signature is required if the applicant is not the owner.)



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Outcome:

Project Name:

Property Size in Acres: Proposed Building Use:

Nature of Work (check all that apply):

- New Construction, Repair / Restoration, Alterations / Additions, Demolition, Relocation, Site Work

Building Square Footage (if multiple buildings, please list each one and their square footage by floor):

Is this project an adaptive reuse project: Y N (See Section 5.10.80 for more information)
Are there existing buildings on the site? Y N if yes, will they remain?

Provide a complete description of proposed work, including the reason for the proposed work, site work, landscaping, and work on outbuildings:

Multiple horizontal lines for providing a description of proposed work.

CONTACT INFORMATION

Attention: Rob Merchant, Planning & Zoning Director
Beaufort County Planning & Zoning Department
100 Ribaut Road, Beaufort, South Carolina 29902
E-Mail: robm@bcgov.net | Phone: (843) 255-2148 | Fax: (843) 255-9432

REVISED SEPTEMBER 2, 2022

HISTORIC PRESERVATION REVIEW BOARD CERTIFICATE OF APPROPRIATENESS

Application Requirements

The Beaufort County Community Development Code applies to all projects. Division 5.10 details information about historic preservation standards in Beaufort County. Section 7.2.120 outlines the process for applying for a Certificate of Appropriateness.

Please use the checklist below to submit a complete application packet. Application packets are due by noon 20 business days prior to the scheduled meeting date. The Beaufort County Historic Preservation Review Board meets every third Thursday of the month.

NOTE 1: Applications will not be considered complete until all the required items have been submitted. Incomplete applications will not be placed on the agenda. Applications must be submitted by noon 20 business days prior to the scheduled meeting date.

NOTE 2: If a New Construction project also requires major demolition a separate application is required. (Refer to the Checklist for Demolition on last page).

NOTE 3: Applications are to be compiled in the order in which the applicant plans to present the application to the Board during the meeting.

Submission Requirements for New Construction and Alterations or Additions

Please submit DIGITAL FILES ONLY via email to: robm@bcgov.net

*Submittals should show existing and proposed conditions. Architectural drawings should show and clearly label existing conditions and the current proposed plans.

***This Application Requirements Checklist MUST be included in applications, with submitted items checked.**

- Existing Context:** Color photographs of the existing structure and the adjacent structures.
- Plat:** A plat indicating the tax map and parcel number, existing structure(s), setbacks, existing trees, and proposed construction footprint.
- Site Plan:** A site plan, to scale, indicating the location of the existing structure on the lot, proposed new structure, any site modifications (parking, paths, landscaping, tree removal, etc...), any new or existing mechanical equipment and screening area, and percentage of the total impervious paving. The plan should also include any connections to the public right of way (street and/or sidewalk), and grade elevations of the street and/or sidewalk and the proposed construction at the first floor.
- Design:** One or more drawings that convey the intent of the proposal. This may include floor plans, elevations, and building sections. They should display massing and scale of new construction and how it relates to the existing structure or surrounding context. For new construction and additions, this drawing should include a street elevation and/or a street section showing height and width relationships to existing adjacent buildings.
- 3-D Rendering:** A 3-D rendering, or physical scale model, showing the height, mass and scale of the proposed building in its context is required for all structures except single-family and 2-3 unit residential buildings.
- Pre-Application Conference:** A Pre-application conference is required for all commercial new construction and substantial commercial renovation projects. The requirement for an Archeological Impact Assessment will be determined at this meeting
- Elevations:** Elevation drawings of all sides of the building, including heights – height above grade, floor-to-floor heights, eave height and ridge height (if applicable). For Alterations or Additions, existing conditions drawings of all four elevations are also required.
- Color Rendering:** A colored version of at least one elevation, noting proposed materials and colors.
- Additional on-site representation, such as a height story pole, and corner staking of the foundation, may be required.
- A Certified Arborist report may be required if specimen or grand trees are affected by the project.
- Details:** A typical wall section(s), window details, door details, eave details, porch details, and any other details characteristic to the building are required.
- Material Samples and Cut Sheets:** Applicant to submit cut sheets for all exterior building materials, to include roof and typical roof details, doors, windows, dryer vents, exterior lighting, etc. Samples of windows, lighting and building materials may be required at Staff's discretion.
- Final Materials List:** A final list, including colors, is required.

Submission Requirements for Change After Certification

Please submit DIGITAL FILES ONLY via email to: robm@bcgov.net

Change After Certification

- Copy of Certificate of Appropriateness** received with previous approval.
- Previously Approved Drawings:** Applicant to submit **complete** set of previously approved documents. Current proposed documents to be interlaced between previously approved documents and must be formatted to match previously approved. For example, previously approved elevations should be followed by current proposed. Drawings to be clearly noted as “Previously Approved” or “Current Proposed”, and all proposed revisions in the current proposed drawings must be clouded and noted.

Submission Requirements for Demolition or Relocation

Please submit DIGITAL FILES ONLY via email to: robm@bcgov.net

- A written statement describing the history of the architectural significance of the structure to be demolished, the structural or physical condition of the structure, and the proposed use of the site after demolition or relocation. The statement should also include any recent attempt(s) to sell the property or move the structure. A recent appraisal with comparisons is strongly encouraged. You may refer to *The Beaufort County Above Ground Resources Survey of 1997* or consult county staff or historic foundations for verification of the date of construction and historic information.
- Tax map or plat showing the location of the property
- Color photographs of all sides of the structure.
- Color photographs of adjoining properties.
- A written report by an engineer, regarding the structural condition of the building, is required if the reason for demolition is related to the structural integrity of the building.