

HISTORIC DISTRICT REVIEW BOARD CERTIFICATE OF APPROPRIATENESS

Application Requirements

The City of Beaufort Unified Development Ordinance applies to all projects.

The Historic Review Board utilizes the following documents when evaluating projects:

- *The Beaufort Preservation Manual & Supplement*: these standards apply to New Construction, Alterations and Additions to Contributing Structures, and Demolition located everywhere in the Historic District except the Northwest Quadrant.
- *The Northwest Quadrant Design Guidelines*: these standards apply to New Construction, Alterations and Additions to Contributing Structures, and Demolition located in the Northwest Quadrant of the Historic District
- The Secretary of the Interior's *Standards for Rehabilitation*: these standards apply to all modifications to Contributing Structures throughout the Historic District

All documents can be found online at www.cityofbeaufort.org

- The Unified Development Ordinance can be found here:
<http://www.cityofbeaufort.org/zoning-map-ordinance.aspx>
- Documents specific to the Historic District, a map of the Historic District and neighborhoods, and the list of Contributing and Non-Contributing Structures can be found here: <http://www.cityofbeaufort.org/historic-district.aspx>

NOTE 1: If a New Construction project also requires major demolition a separate application is required. (Refer to the Checklist for Demolition on page 3).

NOTE 2: Applications will not be considered complete until all of the required items have been submitted. Incomplete applications will not be placed on the agenda.

City of Beaufort Certificate of Appropriateness Checklists

Submission Requirements for New Construction and Alterations or Additions

Please submit the following with all submissions: a **Completed Application Form**,
6 collated and bound hard-copy plan sets (drawn to scale) - 1 full size & 5 half-size + a **digital copy**.

Conceptual Review

- **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, 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. This may occur between conceptual and preliminary design review. The requirement for an Archeological Impact Assessment will be determined at this meeting.

Preliminary Review: All of the documents required for Conceptual Review, PLUS:

- **Floor Plans:** Proposed floor plans of all levels of the building, including square footage. For Alterations or Additions, existing conditions drawings of the floor plan are also required, showing the area and square footage affected by the addition.
- **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 grand trees are affected by the project.

Final Review: All of the documents required for Preliminary Review, PLUS:

- **Details:** A typical wall section, window details, eave details, porch details, and any other details characteristic to the building are required.
- **Material Samples:** Samples of windows, lighting and building materials may be required.
- **Final Materials List:** A final list, including colors, is required.
- **Landscaping Plan:** A landscaping plan is required for commercial projects. It shall include A schedule detailing materials and colors of all plants and landscape materials, all existing trees, with the trees to be removed noted, existing and proposed grading, and any exterior lighting proposed.

Submission Requirements for Demolition or Relocation

Please submit the following with all submissions: a **Completed Application Form**, **6 collated and bound hard-copy plan sets (drawn to scale)** - 1 full size & 5 half-size + a **digital copy**.

Note: A public hearing must be held for Demolition or Relocation. All notification requirements must be met by the City.

- 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 city staff or the Historic Beaufort Foundation 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.
- A landscaping plan/or conceptual redevelopment plan, is required.