



BILL PROKOP  
City Manager

LIBBY ANDERSON  
Director of Planning  
and Development Services

**CITY OF BEAUFORT**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES**  
1911 BOUNDARY STREET  
BEAUFORT, SOUTH CAROLINA 29902  
(843) 525-7011  
FAX (843) 986-5606  
[www.cityofbeaufort.org](http://www.cityofbeaufort.org)

## **BAILEY BILL APPLICANT MEMORANDUM OF UNDERSTANDING**

**"STREET ADDRESS"**

The applicant must read and initial each of the following statements:

\_\_\_\_\_ I understand that my project has received preliminary approval from the Historic District Review Board (HRB) based on the submittal received by them on "**Month, Day, Year**".

\_\_\_\_\_ I understand that ANY changes or additional work to the building which were not part of the original approved submission will need review and approval by either city staff or the HRB. This is applied for using the Part A – Amendment form.

\_\_\_\_\_ I understand that any changes to the structure, either before, during or after final certification (during the 10 year tax freeze period) which have not been expressly approved by either city staff or the HRB may disqualify my project from receiving further tax abatement.

\_\_\_\_\_ I understand that city staff will need to review the project regularly and I or my representative will meet with them on-site as necessary.

\_\_\_\_\_ I understand that I or my representative will notify the City of Beaufort Department of Planning and Development Services in writing if the property is sold within the 10 year tax freeze period. Failure to do so may disqualify the property from receiving the remainder of the tax abatement. Upon sale of the property, a letter stating the date of sale, and the name(s) of the new owner(s), shall be sent to the Planning Department.

\_\_\_\_\_  
Printed Name of Property Owner(s)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date