



DEVELOPMENT REVIEW PROCESS  
HISTORIC REVIEW BOARD APPLICATION

Community Development Department  
1911 Boundary Street, Beaufort, South Carolina, 29902  
p. (843) 525-7011 / f. (843) 986-5606  
www.cityofbeaufort.org

- Staff Review
- Board Review

**Application Fee:**  
*see attached schedule*

**OFFICE USE ONLY:** Date Filed: \_\_\_\_\_ Application #: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
**BCAGHS Survey:**  Yes  No

**Schedule:** The Historic Review Board (HRB) typically meets the 2<sup>nd</sup> Wednesday of each month at 2pm. The complete schedule, along with the list of deadlines, may be found here - <http://www.cityofbeaufort.org/historic-review-board.aspx>

**Submittal Requirements:** All forms and information shall be submitted digitally + 5 hardcopies of all documents. In addition to a complete application form, applicants shall submit the required items according to the checklists on the subsequent page.

**Review Request:**      Conceptual      Preliminary      Final      Bailey Bill Approval\*      Change After Certification  
*\*Requires a Bailey Bill – Part A Preliminary Review Application Form*

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

**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.)

See Section 9.10 of the Beaufort Code for complete information about Certificates of Appropriateness and Section 10.7 for complete information about the Historic Review Board | This form is also available online at [www.cityofbeaufort.org](http://www.cityofbeaufort.org) | updated Sept. 26, 2022)



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*see attached schedule*

**Required Project Information**

Project Name: \_\_\_\_\_

Property Size in Acres: \_\_\_\_\_

Nature of Work (check all that apply):

- New Construction, Primary Structure      New Construction, Primary Structure      " Alterations / Additions
- Demolition\*      " Relocation\*      \*Demolition and Relocation requires a public hearing

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

\_\_\_\_\_

Is this project a redevelopment project?      Y      N

Are there existing buildings on the site?      Y      N if yes, will they remain?      Y      N

Provide a brief Project Narrative (if requesting Bailey Bill Approval, this section may be left blank):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT INFORMATION:**

Attention: Julie A. Bachety, Administrative Assistant II  
City of Beaufort Community Development Department  
1911 Boundary Street, Beaufort, South Carolina 29902  
E-Mail: [jbachety@cityofbeaufort.org](mailto:jbachety@cityofbeaufort.org) | Phone: (843) 525-7011 | Fax: (843) 986-5606



# HISTORIC DISTRICT REVIEW BOARD FEE SCHEDULE

(As of July 1, 2020)

## **BOARD REVIEW FEES:**

Single-family residential projects (board review)	\$100.00
Multifamily and commercial projects (board review)	\$250.00
Change After Certification	\$100.00
Demolition (whole structure)	\$250.00
Special Board Meeting	\$500.00

**Post facto applications shall be triple the normal fee.**

## **STAFF REVIEW FEES:**

**Single Family and 2/3-unit buildings not in a historic district are exempt.**

### **Type 1**

Renovations/Improvements (not including additions),  $\leq 50\%$  of the value of the structures

<u>Value</u>	<u>Fee</u>
Improvements $\leq$ \$5,000	\$50
Improvements $>$ \$5,000 but $\leq$ \$25,000	$\$50 + 0.25\% \times \text{value above } \$5,000$
Improvements $>$ \$25,000	$\$100 + 0.20\% \times \text{value above } \$25,000$

### **Type 2**

- Any single-family and 2/3-unit residential addition in a historic district: \$50
- All other additions: \$500 base fee + \$0.05/square foot of addition.

### **Type 3**

Review for new construction and for renovations/improvements totaling over 50% of the value of the structure:

- Single-family and 2-3 unit residential in the historic district
- $\leq 10,000$  square feet: \$500 base fee + 0.05/square foot of building
- $> 10,000$  square feet: \$1,000 base fee + \$0.05/square foot of building for the first 100,000 square feet of building. For additional square footage over 100,000, \$0.02/square foot.

**Revised June 10, 2021**

# **HISTORIC DISTRICT REVIEW BOARD CERTIFICATE OF APPROPRIATENESS**

## **Application Requirements**

*The Beaufort Code* applies to all projects; the Historic District Infill Design Guidelines in Section 4.7 apply to new construction in the Historic District.

The Historic Review Board also 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](http://www.cityofbeaufort.org)

- The Beaufort Code can be found here: <http://www.cityofbeaufort.org/434/Zoning>
- 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/350/1997-Beaufort-County-Historic-Sites-Surv>

**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 the required items have been submitted. Incomplete applications will not be placed on the agenda.**

**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.**

## City of Beaufort Certificate of Appropriateness Checklists

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### Submission Requirements for New Construction and Alterations or Additions

Please submit DIGITAL FILES ONLY via email to: [development@cityofbeaufort.org](mailto:development@cityofbeaufort.org)

\*Initial submittals should show existing and proposed conditions. For all subsequent submittals, architectural drawings should show and clearly label existing conditions, the previous proposal, and the current proposed. Each version of the same drawing should be adjacent to the others in the application for easy review.

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

#### **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 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.

#### **Preliminary Review:** All 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 the documents required for Preliminary Review, PLUS:

- 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.
- 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.

## City of Beaufort Certificate of Appropriateness Checklists

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### Submission Requirements for Change After Certification

Please submit DIGITAL FILES ONLY via email to: [development@cityofbeaufort.org](mailto:development@cityofbeaufort.org)

#### 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: [development@cityofbeaufort.org](mailto:development@cityofbeaufort.org)

**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.