

City of Beaufort Department of Planning and Community Development
Post Office Drawer 1167
1911 Boundary Street
Beaufort, South Carolina 29902
Phone (843) 525-7011 / Fax (843) 986-5606
Website: www.cityofbeaufort.org

See back of application for fees
--

CITY OF BEAUFORT HISTORIC DISTRICT REVIEW BOARD PROJECT APPLICATION (Revised – 10/21/2010)

Application #: _____	Date Received: _____	Zoning District: _____
-----------------------------	-----------------------------	-------------------------------

Property Address: _____

Applicant: _____ Phone: _____

Applicant's Address: _____

Beaufort County 1997 Historic Sites Survey listing: _____

Property Owner: _____ Phone: _____

Owner's Address: _____

Architect: _____ Phone: _____

Architect's Address: _____

- REQUEST FOR:**
- | | |
|--|---|
| <input type="checkbox"/> Conceptual Review | <input type="checkbox"/> Preliminary Review |
| <input type="checkbox"/> Final Approval | <input type="checkbox"/> Change After Certification |

NATURE OF WORK: (Check All That Apply)

- | | |
|---|---|
| <input type="checkbox"/> Color changes | <input type="checkbox"/> Alterations, Additions |
| <input type="checkbox"/> Signage, Awnings | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Legal Plat | <input type="checkbox"/> Minor/Major Demolition or Relocation |
| <input type="checkbox"/> Other: _____ | |

DRAWINGS/MATERIALS ACCOMPANYING APPLICATION: (Refer to Appropriate Checklists for Requirements)

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Photographs | <input type="checkbox"/> Floor/Roof Plans | <input type="checkbox"/> Color Sample | <input type="checkbox"/> Elevation Drawings |
| <input type="checkbox"/> Site Plan/Plat | <input type="checkbox"/> Detail Drawing | <input type="checkbox"/> Material Sample | <input type="checkbox"/> Model |

EXPLANATION AND DESCRIPTION OF WORK:

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

An Application is incomplete until all required information is submitted. Incomplete applications will not be placed on a Board agenda. Applications are reviewed based upon the *Beaufort Preservation Manual and Supplement*, or the *Northwest Quadrant Design Principles* (refer to www.cityofbeaufort.org) which the applicants are strongly encouraged to purchase. Office copies are available for reference. In order that meetings not be excessively long, the Board maintains a strict policy that no more than ten applications are reviewed in any one meeting. If you are under a tight time frame, please be sure to submit your application early. **A digital copy of all documents and 2 hardcopies of all documents must be filed by 12:00 noon on the deadline date. If digital copies cannot be provided, then 8 hardcopies of all documents are required.** If the applicant or a representative is not present at the meeting, the application will not be reviewed.

OWNER'S SIGNATURE: _____ DATE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____



HISTORIC REVIEW BOARD FEE SCHEDULE

(Updated November 1, 2007)

Certificate of Appropriateness:

- | | |
|--|-------------------|
| <input type="checkbox"/> Staff Review | \$ 50 |
| <input type="checkbox"/> Single-family residential projects (Board review) | \$100 per meeting |
| <input type="checkbox"/> Multifamily and commercial projects (Board review) | \$200 per meeting |
| <input type="checkbox"/> Change after Certification | \$100 |
| <input type="checkbox"/> Demolition (whole structure) | \$250 |
| <input type="checkbox"/> Special Meetings | \$500 |
| <input type="checkbox"/> Post Facto applications shall be twice the normal fee | |