



HISTORIC DISTRICT REVIEW (Major) HRB Review – Application Form

Community Development Department
1911 Boundary Street, Beaufort, South Carolina 29902
p. (843) 525-7049 / f. (843) 986-5606
Email: development@cityofbeaufort.org / Website: www.cityofbeaufort.org

Application Fee:
see attached schedule

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

Approved By: _____ Date: _____

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

Contributing Status: For a list of contributing and non-contributing structures, please see:

<https://cityofbeaufort.org/350/Beaufort-County-Historic-Sites-Survey>.

➤ (Please select one) Is project a:

Contributing Structure

Non-Contributing Structure

(Does not apply to new building(s) in the Historic District)

Pre-application Requirement:

Has project attended a Historic Technical Review Committee (HTRC) meeting? Yes No Date: _____

Applicability: Discretionary review by the Historic District Review Board (HRB) shall apply to applications for a

Certification of Appropriateness for the following items. (Please check all that apply):

New building(s) in the Historic District

Changes to exterior materials of **contributing structure(s)**, to include:

Fences Paint Roof Siding Windows Other changes (specify in Project Narrative section)

Additions to **contributing structure(s)**

Demolition of **contributing structure(s)** in the Historic District

Demolition of **non-contributing structure(s)** in the Beaufort Preservation Neighborhood (all areas minus the Northwest Quadrant).

- Demolition of **non-contributing structure(s)** in the Beaufort Conservation Neighborhood (Northwest Quadrant) does not require a major review by the HRB and is instead a minor review performed at a Staff level.

Applicant & Project Information:

Applicant Name: _____

Applicant Address: _____

Applicant E-mail: _____ Applicant Phone No.: _____

Applicant Title: Homeowner Tenant Architect Engineer Developer Contractor



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Owner (if other than the Applicant): _____

Owner Address: _____

Owner E-mail: _____ Owner Phone No.: _____

Property Address: _____

Property Identification Number(s): _____

Brief Project Narrative: (Attach any necessary documentation, spec sheets, pictures, paint swatches, etc.)

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 only required if the applicant is not the owner.)

NOTE: See pages 3-6 for the Major Historic Review application requirements and fee schedule.



Historic District Review Board Certificate of Appropriateness

Application Requirements

The **Beaufort Development 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 <https://cityofbeaufort.org/>

- The Beaufort Development Code can be found at: <https://cityofbeaufort.org/432/Planning>
- Documents specific to the Historic District, a map of the Historic District and neighborhoods can be found here: <https://cityofbeaufort.org/178/Historic-District>,
- The list of Contributing and Non-Contributing Structures can be found at: <https://cityofbeaufort.org/350/Beaufort-County-Historic-Sites-Survey>

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.

Submission Requirements for New Construction and Alterations or Additions

Please submit DIGITAL FILES ONLY via email to: 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 proposal. 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.
- 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 Change After Certification

Please submit DIGITAL FILES ONLY via email to: 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

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.



HISTORIC DISTRICT REVIEW BOARD FEE SCHEDULE

Effective Date: 05/14/2024

HISTORIC DISTRICT REVIEW BOARD REVIEW FEES:

- Single-Family Residential Projects.....\$100.00
- Multifamily and Commercial Projects.....\$250.00
- Change After Certification.....\$100.00
- Demolition.....\$250.00
- Special Board Meeting.....\$500.00
 - **Post facto applications shall be triple the normal fee.**