



Charleston County Zoning & Planning Department
**Certificate of Historic Appropriateness
Application Packet**



Certificate of Historic Appropriateness - Application Checklist

All application documents may be submitted either electronically or on physical forms. Copies of documents are not required if an application is submitted electronically.

- **Signed Application form**
- **Signed Restrictive Covenants Affidavit**
- **Letter of Intent: Provide a general description of the present use and proposed activity, and a written statement addressing each of the Approval Criteria, or indicated as “not applicable”.**
- **Current Recorded Deed.**
- **Current Recorded Plat, or proposed Subdivision Plat (if applicable)**
- **Required Fee (\$25.00)**
- **Site Plan drawn to an Engineer’s scale showing:**
 - *The property dimensions,*
 - *Existing and proposed structures and improvements,*
 - *Parking areas,*
 - *Grand Trees,*
 - *Wetlands (properties containing DHEC-OCRM Critical Line areas must contain an up to date DHEC-OCRM signature on the site plan or plat), and*
 - *Holding basins and buffers when applicable.*
 - *Or, if the property was developed before April 21, 1999, or no site improvements have been made since April 21, 1999, and the proposed use does not require site improvements, as determined by the Zoning and Planning Department Director, the applicant may submit an aerial photograph printed to engineer’s scale showing the property lines, locations of existing structures and improvements, parking areas, etc. as the site plan.*

NOTE: All payments to Charleston County Zoning and Planning Department are by CREDIT CARD, CASH, ONLINE INVOICE, or CHECK with a valid Driver’s License.

Important Contact Information: Planning/Zoning 843-202-7200
CCHPC@charlestoncounty.org

Certificate of Historic Appropriateness – Application Form

Owner Information

First Name:

Last Name:

Mailing Address:

Home/Cell Phone #:

Email Address:

Applicant Information (if not being submitted by owner)

First Name:

Last Name:

Mailing Address:

Home/Cell Phone:

Email Address:

Property Information

Address:

TMS #:

Acres:

Deed:

Plat:

Zoning:

Description of proposed activity requiring a Certificate of Historic Appropriateness:

I (we) certify that _____ is the authorized representative for my (our) Certificate of Historic Appropriateness application.

Signature of Owner(s)

Date

Signature of Applicant (if other than owner)

Date

OFFICE USE ONLY

Invoice Number _____

Amount Received _____ ☐ Cash ☐ Check # _____ ☐ Credit Card ☐ Online Invoice

Staff Signature

Date

Certificate of Historic Appropriateness – Letter of Intent

PART I: Provide a written description of the proposal which requires a Certificate of Historic Appropriateness and the Historic District or Property for which this process is required. Please attach additional paper if more room is needed.

PART II: Provide a written statement addressing how the Certificate of Appropriateness request relates to and meets each criterion below. Please attach additional paper if more room is needed to respond appropriately.

a. Describe the historic, cultural, and architectural significance of the district, site, building, structure, or object which requires a Certificate of Historic Appropriateness to be obtained.

PART II continued.

b. Describe the proposed exterior form and appearance of any proposed additions or modifications and the effect of such additions and modifications upon other structures on the Historic Property or within the Historic District.

c. Applications for new construction, alteration, repair, rehabilitation, or restoration, describe how the proposed work will use the Secretary of the Interior's Standards for the Treatment of Historic Properties.

PART II continued.

d. Describe how the proposal demonstrates consistency with the prevailing patterns of existing lots, densities, spacing of homes, lot sizes and shapes, and other characteristics of the Historic District. (This criterion is only applicable to properties within a Historic District; or for Subdivision Plats and Site Plan Review proposals within 300 feet of Historic Districts.)

e. Describe how the proposal minimizes potential negative impacts through site design techniques such as the location of vehicular access points, screening treatments, and buffering treatments, etc. (This criterion is only applicable for Subdivision Plats and Site Plan Review proposals on or within 300 feet of a Historic Property).



Joel H. Evans, AICP, PLA
Zoning & Planning Director

843.202.7200
1.800.524.7832
Fax: 843.202.7222
Lonnie Hamilton, III
Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405-7464

RESTRICTIVE COVENANTS AFFIDAVIT

I, _____, have researched the restrictive covenants applicable to
Parcel Identification Number/s (PID #) _____ located at
(address/es) _____, and have found that either there are no restrictive covenants
applicable to the subject property/properties or that the proposed application is not contrary to, does not conflict
with, and is not prohibited by any of the restrictive covenants, as specified in South Carolina Code of Laws, Section
6-29-1145.

(Signature)

(Date)

(Print Name)

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought.
(Section 6-29-1145 is copied on the back of this page)

For Staff Use Only:

Received by _____ Date _____ Application Number _____

08/04/17

"Section 6-29-1145. (A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the permitted activity.

(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity:

(1) in the application for the permit;

(2) from materials or information submitted by the person or persons requesting the permit; or

(3) from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holders or by court order.

(C) As used in this section:

(1) 'actual notice' is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;

(2) 'permit' does not mean an authorization to build or place a structure on a tract or parcel of land; and

(3) 'restrictive covenant' does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land."



Joel H. Evans, PLA, AICP
Director

PLANNING DEPARTMENT

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Public Services Building
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MEMORANDUM

TO: Historic Preservation Applicants

FROM: Andrea N. Pietras, AICP

DATE: July 25, 2018

SUBJECT: Signatures for Historic Preservation Applications

This memo is to inform potential and current Historic Preservation applicants of the documentation required for signatures on Historic Preservation applications. All signed documents submitted must be the original documents (no copies). All signed documents must be dated by the person(s) signing the document.

General:

Historic Preservation applications must be signed by all property owners as listed on the current, recorded deed of record for the subject property(ies). In the case of applications for designations of Historic Districts, a petition and/or written consent and other supporting documentation to show that 51% or more of the registered voters of the properties in the proposed Historic District are in favor of the designation.

Properties owned by corporations or partnerships:

The applicant must submit a resolution of the corporation or partnership authorizing and granting the applicant signing and authority to act and conduct business on behalf of and bind the corporation or partnership.

Properties for which there are multiple owners:

Applicants for properties that are owned by multiple persons (as shown on the current, recorded deed) may submit separate sheets (other than the application) for the signatures of the owners on a case by case basis. If this is permitted, one property owner must sign on the application and each of the other owners must sign a statement that reads "I have read the application for and agree with the Historic Preservation request for TMS # _____" This statement must be notarized (with the raised seal) and submitted as part of the application.

Historic Preservation Commission

Charleston County

2021-2022 Schedule

The Commission has final decision-making authority on Certificates of Historic Appropriateness. In matters for which Commission is the authority, Commission's is the sole meeting required for resolution.

The Historic Preservation Commission acts in a review and recommending capacity to County Council for Designations of Historic Property, and may also conduct first review and evaluation of all proposed nominations for the National Register of Historic Properties. For these matters, the Commission meeting and subsequent County Council meetings are necessary for Council's resolution.



2021-2022

Filing Deadline Six Weeks in Advance, Friday at 12:00 PM	Historic Preservation Commission 2:00 PM Chambers	Public Hearing 6:30 PM Chambers	Planning/PW Committee 5:00 PM Chambers	First Reading 6:30 PM Chambers	Second Reading 6:30 PM Chambers	Third Reading 6:30 PM Chambers
OCT 1	NOV 16	DEC 7	DEC 16	DEC 16	JAN 18	JAN 18
NOV 5	DEC 14	JAN 18	JAN 27	FEB 1	FEB 15	MAR 1
DEC 3	JAN 18	FEB 1	FEB 10	FEB 15	MAR 1	MAR 15
DEC 30	FEB 15	MAR 1	MAR 10	MAR 15	APR 5	APR 26
JAN 28	MAR 15	APR 5	APR 21	APR 26	MAY 10	MAY 24
MAR 4	APR 19	MAY 10	MAY 19	MAY 24	JUN 7	JUN 21
APR 1	MAY 17	JUN 7	JUN 16	JUN 21	JUL 12	AUG 23
MAY 6	JUN 21	JUL 12	AUG 18	AUG 23	SEP 6	SEP 20
JUN 3	JUL 19	AUG 23	SEP 1	SEP 6	SEP 20	OCT 11
JUL 1	AUG 16	SEP 6	SEP 15	SEP 20	OCT 11	OCT 25
AUG 5	SEP 20	OCT 11	OCT 20	OCT 25	NOV 10	NOV 17
SEP 2	OCT 18	NOV 10	NOV 17	NOV 17	DEC 6	DEC 15
SEP 30	NOV 15	DEC 6	DEC 15	DEC 15	TBA	TBA
OCT 28	DEC 13	TBA	TBA	TBA	TBA	TBA

Process for Certificates of
Historic Appropriateness ends
here →

Note: Dates subject to change