



Charleston County Zoning & Planning Department
**Designation of Historic District
Application Packet**



Designation of Historic District - 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.

- **Completed application form.**
- **A Petition and/or written consent signed by 51% of the registered voters within the proposed district boundaries in favor of the Historic District.**
- **A map indicating the boundaries of the proposed Historic District.**
- **Letter of intent including information or statements to demonstrate compliance with Approval Criteria, and documentation of the historic or cultural significance.**
- **Required Fee (\$25.00)**

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

Designation of Historic District – Application Form

Owner Information: *Attach a petition and/or written consent showing 51% or more of the registered voters within the proposed district are in favor of the historic district designation. The petition shall contain: TMS #, physical address, registered voter(s) at each address, and signature. Individuals who are not registered to vote should NOT sign the petition, but instead sign a separate petition or a letter to show support for the designation.*

Applicant Information

First Name:	Last Name:
Mailing Address:	
Home/Cell Phone:	
Email Address:	

District Information: *a map showing the boundary of the proposed Historic District must be attached.*

Name of Proposed Historic District:
Location (area and road names):
Acreage:

Brief description of the proposed historic district to be listed on the Charleston County Historic Designation List (include any significant buildings, sites, structures, objects, etc. that contribute to the proposed district):

Signature of Applicant (if other than owner) _____
Date

OFFICE USE ONLY

Invoice Number _____

Amount Received _____ Cash Check # _____ Credit Card Online Invoice

Staff Signature

Date

Designation of Historic Property or District – Letter of Intent

One or more of the below Approval Criteria must be demonstrated in order to be designated as a Historic District or Property on the Charleston County Historic Designation List.

Approval Criteria:

1. *Has significant inherent character, interest, history, or value as part of the rural county or heritage of the county, state or nation;*
2. *Is of an event significant in history;*
3. *Is associated with a person or persons who contributed significantly to the culture and development of the county, state or nation;*
4. *Exemplifies the cultural, political, economic, social, ethnic, or historic heritage of the county, state or nation;*
5. *Individually or collectively embodies distinguishing characteristics of a type, style, or period in architecture or engineering;*
6. *Is the work of a designer whose work has significantly influenced the development of the county, state or nation;*
7. *Contains elements of design, detail, materials, or craftsmanship which represent a significant innovation;*
8. *Is part of or related to a square or other distinctive element of community planning;*
9. *Represents an established and familiar visual feature of the neighborhood or community;*
10. *Has yielded, or may be likely to yield, information important in pre-history or history (potential archaeological site); and/or*
11. *Is deemed eligible for or already listed on the NRHP.*

Directions: In the space provided below, and/or attached as a separate page, provide information/statements that demonstrate compliance with each of the above applicable Approval Criteria.

- Responses may be provided for each applicable criterion individually (i.e. write Criteria 3, and then provide a statement demonstrating how the proposed district or property meets Criteria 3), or
- Response may be provided which pertains to more than one criterion and is identified as such (i.e., write Criteria 3, 5, and 7, and provide a response stating how the proposed historic district or property meets all three criteria).

Additional documentation of the historical or cultural significance such as photos, primary source documents, etc., may also be attached and included for consideration by the Historic Preservation Commission and Charleston County Council.

*Proposed Historic District or Historic Property Designation Letter of Intent:
Responses to Applicable Approval Criteria from Page 1*

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