



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

<i>First Name:</i>	<i>Last Name:</i>
<i>Mailing Address:</i>	
<i>Home/Cell Phone:</i>	
<i>Email Address:</i>	

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 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

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
DEC 4	JAN 12	FEB 2	FEB 18	FEB 23	MAR 9	MAR 23
JAN 1	FEB 16	MAR 9	MAR 18	MAR 23	APR 13	APR 27
JAN 29	MAR 16	APR 13	APR 22	APR 27	MAY 11	MAY 25
MAR 5	APR 20	MAY 11	MAY 20	MAY 23	JUN 8	JUN 22
APR 2	MAY 18	JUN 8	JUN 17	JUN 22	JUL 27	AUG 31
APR 30	JUN 15	JUL 27	AUG 26	AUG 31	SEP 14	SEP 30
JUN 4	JUL 20	AUG 31	SEP 9	SEP 14	SEP 30	OCT 12
JUL 2	AUG 17	SEP 14	SEP 23	SEP 30	OCT 12	OCT 26
AUG 6	SEP 21	OCT 12	OCT 21	OCT 26	NOV 9	NOV 18
SEP 3	OCT 19	NOV 9	NOV 18	NOV 18	DEC 7	DEC 16
OCT 1	NOV 16	DEC 7	DEC 16	DEC 16	TBA	TBA
NOV 5	DEC 14	TBA	TBA	TBA	TBA	TBA

Process for Certificates of Historic Appropriateness ends here

*Dates subject to change