

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Checklist for Required Support Materials

All applications require support materials: Please check the list below for which materials are required for design review of a particular project.

New construction, additions or extensive renovation or repair to existing buildings

- Drawings with dimensions of all affected exterior elevations
- Site plan showing location, with dimensions/ required setbacks/ landscaping and other site features
- Description of all materials proposed for use on the exterior -- walls/ roof, trim, cornice, windows, doors, etc.
- Drawings or photographs of architectural details such as columns, railings, balustrades, etc. roofs, windows and doors
- Photographs of existing building or surroundings of proposed new building
- Historic documentation (for proposed restoration to earlier appearance)

Renovation or repair to existing buildings

For work that includes changes in design or materials of any exterior feature such as roofs, windows, doors, siding, etc.

- Photographs, brochures or drawings, with dimensions, of additions or changes to design or type of features such as roofs, windows, doors, railings, etc.
- Description of all materials to be used
- Photographs of each side of the building to be renovated with details of areas of proposed work

Site Changes – tree removal, fences, walks, driveways, parking areas and signs

- Site plan, with dimensions, showing placement of any proposed changes or additions
- Description of all materials to be used
- Drawings or photographs of the type of fence, wall, gate or sign, with dimensions

Demolition or Relocation

- Condition report
- Photographs of existing building
- Documentation of economic factors (if any)
- Documentation of justification
- Site plans (for relocation within a designated local district)

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA
CALL 843-4601 FOR MORE INFORMATION

Building Permit Requirements: In addition to a COA application, building permits must be acquired from the Department of Community Development. Building permits will not be issued without proof of a COA.

Deadline for project completion: After application approval, the COA is valid for 18 months and null and void if construction does not begin within 6 months.