

CERTIFICATE OF APPROPRIATENESS
COA APPLICATION

The Board of Architectural Review (BAR) will review applications for changes within the historic districts of the City of Dillon on the

The applicant or a designated representative must be present for the review.

BENNY GENWRIGHT
Code Enforcement Director
Phone: 843 774-0040 Fax: 843 774-0050
Email: bennydilloncity@bellsouth.net

COA GUIDELINES

1. COA applications must be delivered by 5:00 pm to the Code Enforcement Director by the due date in order to be advertized and placed on the agenda
2. The applicant or designated representative must be present at the review. If no one is present, the application will be placed on the agenda for the next month. Failure to appear the second month; the application is considered canceled.
3. Applicants must be prepared to start their project within 3 months. The COA will stipulate a completion date. If the project is not started in 3 months, the COA is considered void and the applicant must reapply. Extenuating circumstances on a large project taking more than 3 months, may require a letter to the Code Enforcement Director for an extension of the COA.
4. EMERGENCY WORK: In the event of emergency COA reviews, if the COA is approved, the work must be started in two weeks. If it is not started in two weeks, the COA is considered void and the applicant must reapply on the BAR regular time schedule.
5. Approved COA's "with conditions" must be completed as approved and may not delete, change or abandon any part of the approved COA criteria once the work has been started. Any deviation requires a new COA prior to work done.
6. It is the responsibility of the applicant to ensure that the project is carried out as approved.
7. Each contractor work done in the City of Dillon must have a current city business license and a permit for the project. Please list each contractor with all contact information.
8. Do not start work without an approved COA, permits or licenses. Do not have signage made or put up prior to submitting for a COA. BAR will not review it.

By signing and submitting for a COA, the applicant acknowledges that they have read and understand the guidelines, that all support materials are included and the information is correct.

Name of Applicant (print): _____

Signature of Applicant _____ Date _____

COA APPLICATION

CODE ENFORCEMENT DIRECTOR

Date of Receipt: _____ Signature: _____

CHECK LIST	<input type="checkbox"/> One (1) complete application w/materials	<input type="checkbox"/> Paint chips and other material samples
	<input type="checkbox"/> Photos of existing building	<input type="checkbox"/> Building elevations, floor plans
	<input type="checkbox"/> Scaled illustration of placement or rehab	<input type="checkbox"/> Site plans
	<input type="checkbox"/> Illustration of proposal with measurements	<input type="checkbox"/> Listed all contractors

TO BE FILLED OUT BY APPLICANT (Please print)

PROPERTY INFORMATION

Building Location: No. _____ Street _____

APPLICANT INFORMATION

Applicant Name: _____ Telephone _____

Mailing Address: _____

City: _____ State: _____ Zip code _____

BUILDING OWNER INFORMATION

Owner's Name: _____ Telephone _____

Mailing Address: _____

City: _____ State: _____ Zip code _____

PROJECT CONTRACTORS

Service provided: _____ Business Name: _____

Contractor's Name: _____ Telephone _____

Mailing Address: _____

City: _____ State: _____ Zip code _____

Service provided: _____ Business Name: _____

Contractor's Name: _____ Telephone _____

Mailing Address: _____

City: _____ State: _____ Zip code _____

PROJECT CONTRACTORS

2007 FORM

Business Name: _____ Service provided: _____

Contractor's Name: _____ Telephone _____

Mailing Address: _____

City: _____ State: _____ Zip code _____

Business Name: _____ Service provided: _____

Contractor's Name: _____ Telephone _____

Mailing Address: _____

City: _____ State: _____ Zip code _____

Business Name: _____ Service provided: _____

Contractor's Name: _____ Telephone _____

Mailing Address: _____

City: _____ State: _____ Zip code _____

Business Name: _____ Service provided: _____

Contractor's Name: _____ Telephone _____

Mailing Address: _____

City: _____ State: _____ Zip code _____

Business Name: _____ Service provided: _____

Contractor's Name: _____ Telephone _____

Mailing Address: _____

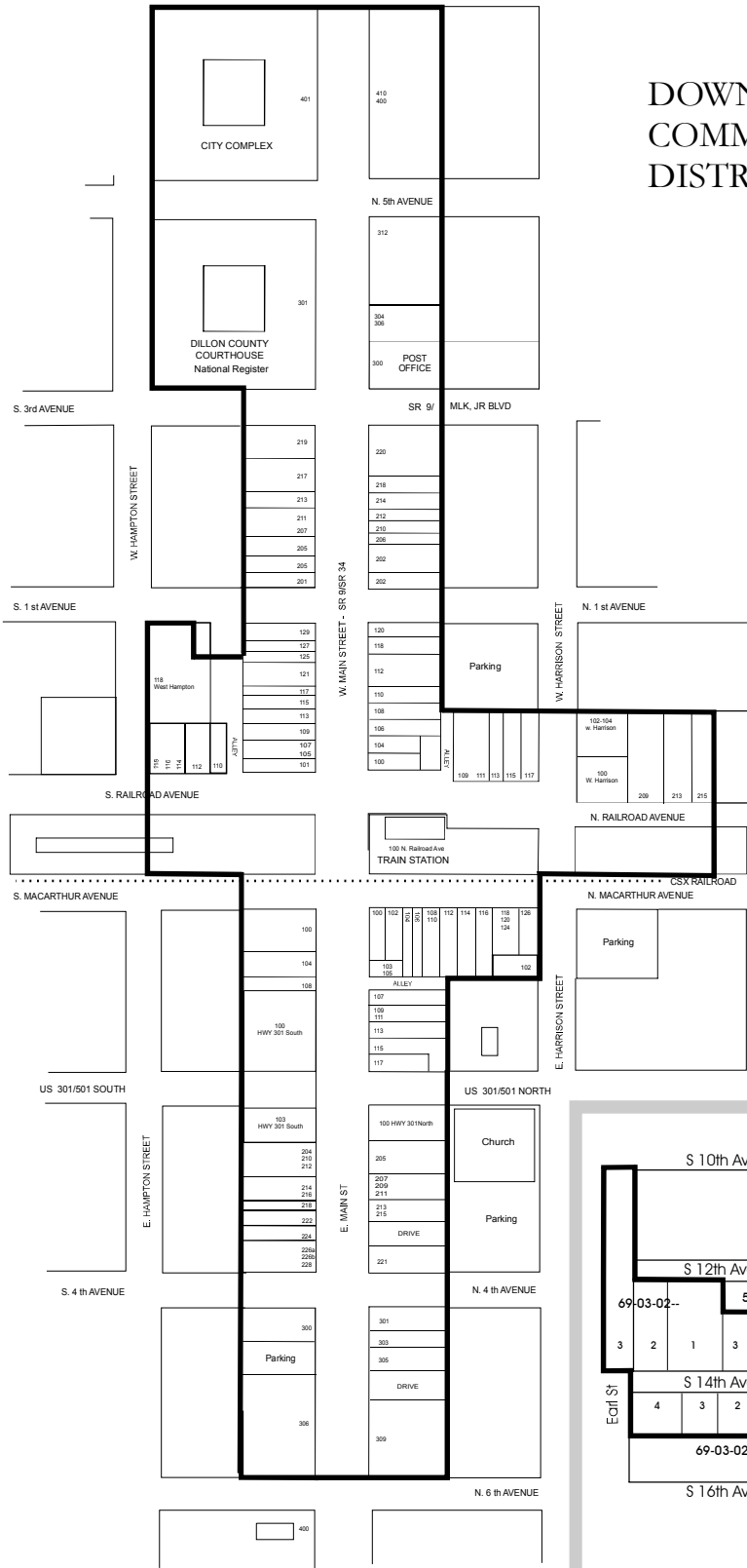
City: _____ State: _____ Zip code _____

WORK SUMMARY

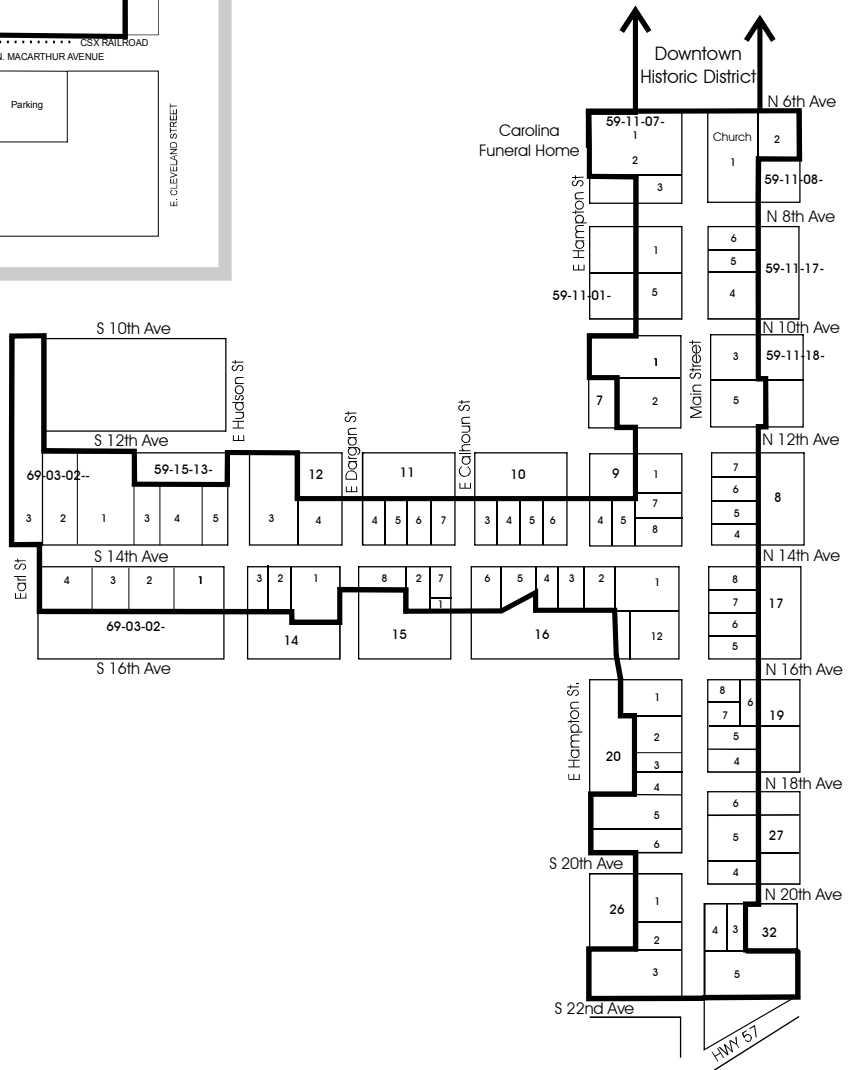
Please check areas of proposed work and explain below as needed

	<i>Type of work proposed (check all that apply)</i>	<i>Detailed on drawings (Check as appropriate)</i>	<i>Explained below</i>
DEMOLITION	_____	_____	_____
REHABILITATION OF EXISTING BUILDINGS			
Foundations	_____	_____	_____
Masonry	_____	_____	_____
Siding	_____	_____	_____
Roof	_____	_____	_____
Gutters/downspouts	_____	_____	_____
Chimney	_____	_____	_____
Doors/entrances	_____	_____	_____
Windows	_____	_____	_____
Porch	_____	_____	_____
Cornice/frieze	_____	_____	_____
Ornamentation	_____	_____	_____
Awning/canopy	_____	_____	_____
Storefront	_____	_____	_____
Color painting	_____	_____	_____
Other (Explain below)	_____	_____	_____
ADDITIONS TO BUILDINGS			
Room addition	_____	_____	_____
Garage	_____	_____	_____
Porch or deck	_____	_____	_____
Greenhouse	_____	_____	_____
Dormer	_____	_____	_____
Skylight	_____	_____	_____
Chimney	_____	_____	_____
Other (Explain below)	_____	_____	_____
NEW STRUCTURE			
_____	_____	_____	_____
SITE WORK			
Fence or wall	_____	_____	_____
Site lighting	_____	_____	_____
Street furniture	_____	_____	_____
Special features	_____	_____	_____
Parking	_____	_____	_____
Walks or patios	_____	_____	_____
Other (Explain below)	_____	_____	_____
GRAPHICS/SIGNAGE			
_____	_____	_____	_____
MAINTENANCE			
(Explain below)	_____	_____	_____
EMERGENCY REPAIR			
(Explain below)	_____	_____	_____

DOWNTOWN COMMERCIAL DISTRICT



RESIDENTIAL DISTRICT



SUPPORT INFORMATION CHECK LIST:

NOTES:

Photography: A variety of cameras can be used such as disposable, polaroid, digital, 35mm.

Label all samples

Follow underlying ordinances in regard to signage size and placement and awning/canopy restrictions

ALTERATION OF AN EXISTING STRUCTURE:

- Clear photographs of the structure and surrounding properties
- Scaled drawings or a written narrative indicating the extent of the proposed alteration
- Actual color chips and samples of materials proposed
- Illustration of color and/or materials placement
- Other information needed to best illustrate the proposed alteration

SIGNAGE AND AWNING/CANOPIES::

- Clear photographs of the structure and surrounding properties
- Scaled drawings indicating measurements, color placement and type styles
- Actual color samples and list of materials to be used
- Illustration and measurements of proposed placement on building
- Design plan for lighting and illustration of fixture

CONSTRUCTION OF A NEW STRUCTURE OR AN ADDITION TO EXISTING STRUCTURE:

- Clear photographs of the structure, surrounding properties building site
- Site plan indicating the extent of proposal and relationship to existing structures on the property
- Building elevations for all sides of the proposal. Drawings for additions should illustrate the relationship to existing structure
- List of proposed materials and actual color chips
- Information illustrating the design, type and intensity of exterior lighting proposed

DEMOLITION OR RELOCATION OF AN EXISTING STRUCTURE:

- Clear photographs of the structure, surrounding properties building site
- Site plan for the property after demolition or relocation of the structure
- A written narrative indicating the reason for demolition or relocation and what steps have been taken to eliminate the need for demolition or relocation.
- Site plan for the receiving property if relocating.

SITE DESIGN FOR PUBLIC LANDSCAPES, PARKING AND PLAZAS

- Clear photographs of the area and surrounding properties
- Site plan indicating the extent of proposal and its relationship to any existing structures on the property, streets and public property and any structures on the immediate adjacent lots.
- Landscape plan, indicating species and planting sizes of plants, irrigation, lighting location, hardscape materials, amenities such as benches and trash receptacles and colors.

ORDINANCE RELATING TO COS'S:

ARTICLE III: CERTIFICATES OF APPROPRIATENESS

SECTION 5-4-99 PRE-APPLICATION REVIEW PROCESS

A. INFORMAL REVIEW

Prior to the preparation of working drawings and specifications or calling for proposals or bids, applicants may prepare preliminary scale drawings and outline specifications, including color samples, overall dimensions for review and an informal discussion with the BAR. The purpose of this informal review is to acquaint the applicant with the standards of appropriateness of design that are required.

B. PROCESS

The applicant shall request a pre-application review from the Code Enforcement Director who will contact the chairman of the BAR. The chairman shall call a special meeting.

SECTION 5-4-100 APPLICATIONS

A. FORMS AND SUBMISSION

1. Forms approved by the BAR are to be obtained from the Code Enforcement Director.
2. Requirements: COA application completely filled out including support materials and any other information required in determining appropriateness. All support materials must be labeled with the applicant's name. Support materials include the following:
 - a. Plans, exterior elevations, drawings drawn to scale with sufficient detail as related to exterior appearances
 - b. New construction applications require drawings signed by an architect or draftsman with a plot plan or site layout.
 - c. Signage and awning applications require a rendering drawn to scale indicating measurements, materials, color and proposed placement on structure
 - d. Color samples and drawing indicating placement
 - e. Material and texture samples with drawing indicating placement
 - f. Photographs
 1. Repair, alterations or additions applications require legible photographs of the existing façade and surrounding structures
 2. New construction applications require site and adjoining structure photographs
 3. Demolition applications require photographs of all sides of the building and immediate surrounding structures
3. Two (2) complete applications, which must include all support materials, are to be submitted to the Code Enforcement Director and dated upon receipt. The Code Enforcement Director shall notify the chairman of the BAR that there is/are COA applications to be reviewed at the next scheduled meeting.

B. TIMELINE

Applications and support materials must be received fifteen (15) days prior to a regularly scheduled meeting date of the BAR

SECTION 5-4-101 APPROVAL

Upon approval, both applications shall be stamped with an official COA "Approved" seal and signed and dated by the BAR chairman. One complete set is permanently filed with the Code Enforcement Director and one complete set returned to the applicant. A written report is sent to the Code Enforcement Director who will issue a COA permit to the applicant. If, the BAR shall fail to take action upon any case within forty-five (45) days after the receipt of application for permit, the application shall be deemed to be approved, except where written agreement has been made for an extension of the time limit.

When a COA has been issued, building officials shall enforce the permit as stated. Nothing in this article shall be construed to prevent the construction, reconstruction, alteration or demolition of any elements of a structure the authorized municipal officers certify as required for public safety.

SECTION 5-4-102 DENIALS

Upon denial, the BAR shall state its reasons and make general or specific recommendations in writing in order for the application to be approved. One copy shall be permanently filed with the Code Enforcement Director and the other sent to the applicant. The applicant may then make modifications to the plans and resubmit the application. After receiving denial a COA, any applicant has the right to appeal the BAR's decision as provided SC Code of Laws 6-29-900.

EXCLUSION FROM COA

SECTION 5-4-75 EXCLUSIONS FROM CERTIFICATES OF APPROPRIATENESS

A. MAINTENANCE AND REPAIR

Ordinary maintenance and repair of any of the existing exterior features of a structure that do not involve a change in any of the following: design, type of material, color, size or outward appearance shall be exempt from the review and approval.

B. TEMPORARY SIGNAGE

A COA is not required for temporary signs: (e.g. going out of business signs), standard auxiliary signs (e.g. "open", "welcome", hours of operation, credit card decal signs), and components of portable signs, which change regularly (e.g. menu boards on easels). Nothing in this article shall be construed to prevent the construction, reconstruction, alteration or demolition of any elements of a structure that authorized municipal officers certify as required for public safety.

C. MAINTENANCE AND REPLACEMENT OF STREETScape ELEMENTS AND VEGETATION

COA is not required for maintenance and replacement of vegetation. Change of materials or visual appearance, such as pruning require a COA