

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.

All City of Dillon Ordinances can be viewed through the City's website:  
[www.cityofdillon.sc.gov](http://www.cityofdillon.sc.gov)

**BENNY GENWRIGHT**  
Code Enforcement Director  
Phone: 843 774-0040 Fax: 843 774-0050  
Email: [bennydilloncity@bellsouth.net](mailto: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: \_\_\_\_\_

- |           |   |   |
|-----------|---|---|
| CHECKLIST | <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 \_\_\_\_\_

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Service provided: \_\_\_\_\_ Business Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code \_\_\_\_\_

# PROJECT CONTRACTORS

2011 FORM

Business Name: \_\_\_\_\_ Service provided: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code \_\_\_\_\_

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Business Name: \_\_\_\_\_ Service provided: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Telephone \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code \_\_\_\_\_

# WORK SUMMARY

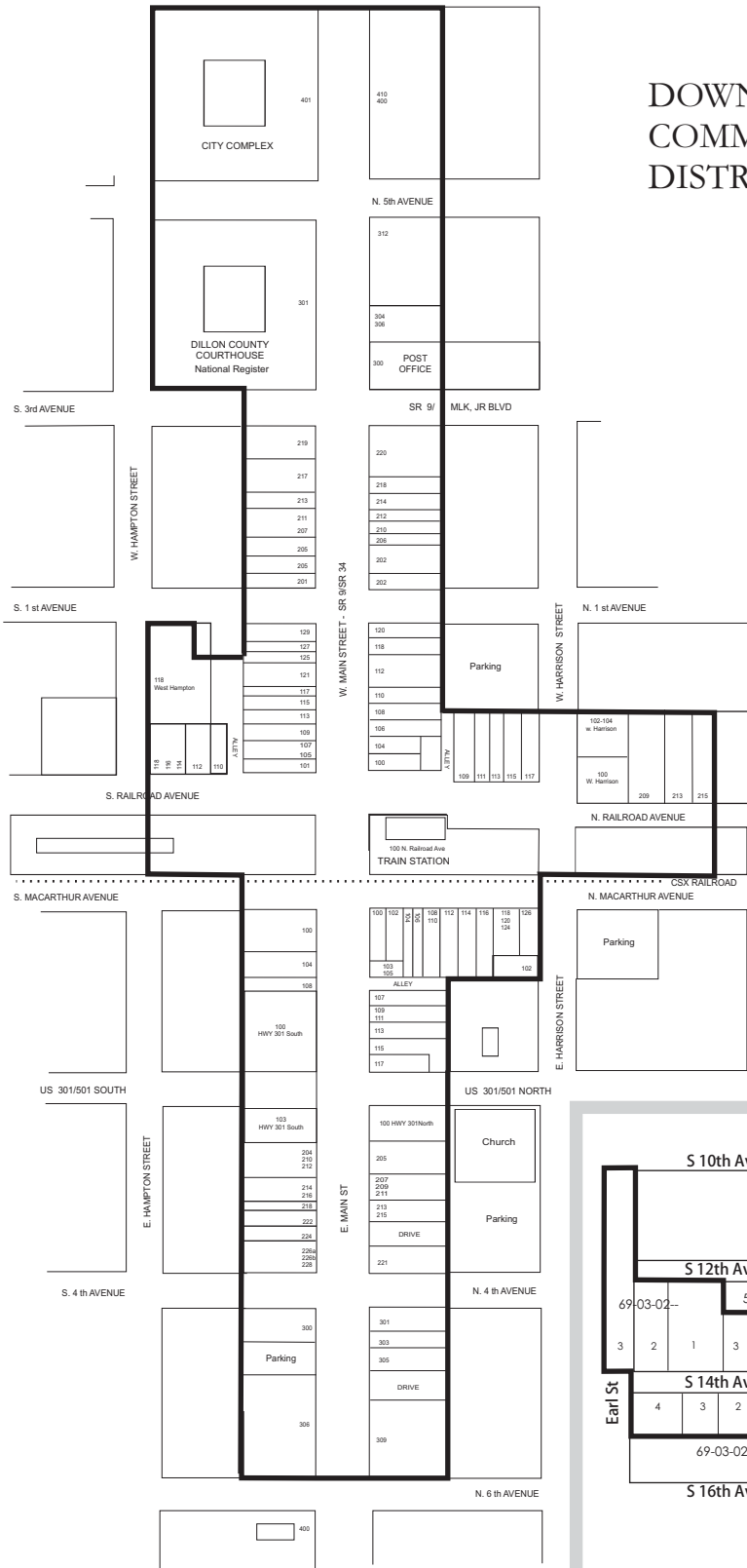
2011 FORM

Please check areas of proposed work and explain below as needed

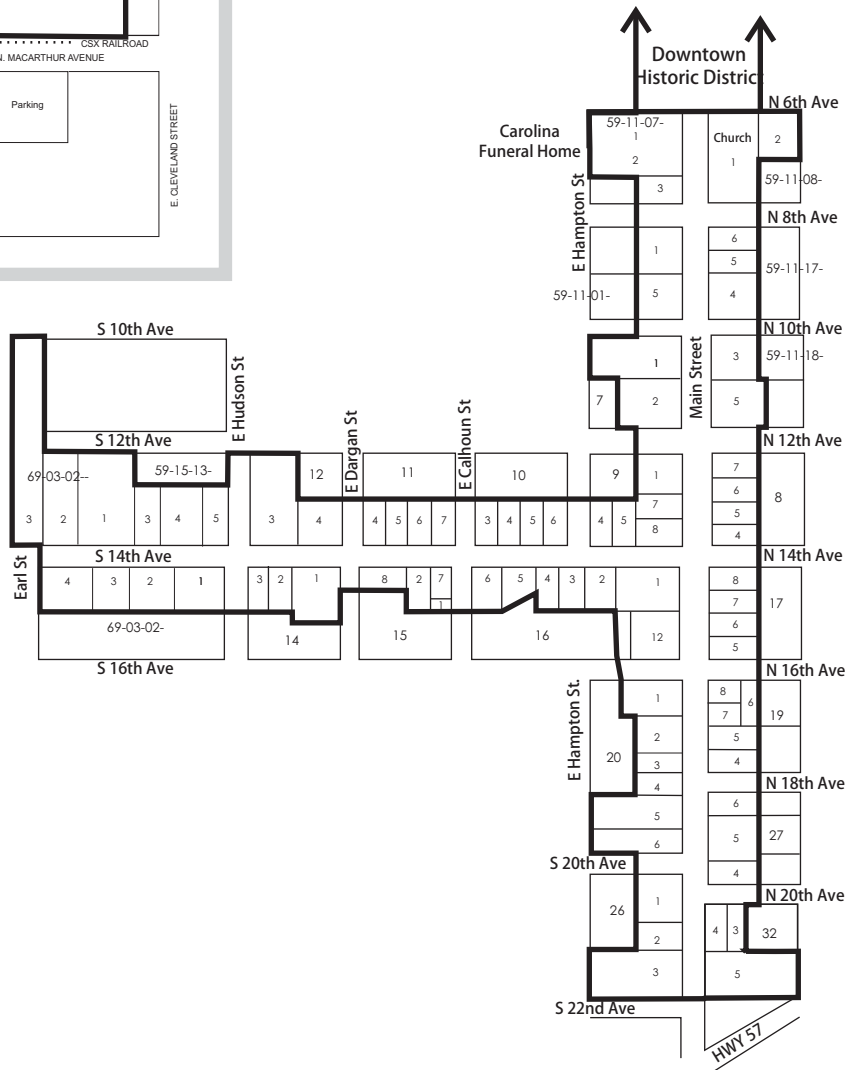
	<i>Type of work proposed (check all that apply)</i>	<i>Detailed on drawings (Check as appropriate)</i>	<i>Explained below</i>
DEMOLITION	_____	_____	_____
REHABILITATION OF EXISTING BUILDINGS			
Foundations	_____	_____	_____
Masonry	_____	_____	_____
Siding	_____	_____	_____
Roof	_____	_____	_____
Gutters/downspouts	_____	_____	_____
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.