

**MAIN,  
N. MACARTHUR,  
N. RAILROAD  
AVE.,  
OR  
S. 14TH**

Do you own or lease property on Main Street from 7th Ave. to 22nd Ave. or N. MacArthur Ave. from Main Street to Harrison St. or on North Railroad Ave. from Main Street to Harrison Street or on South 14th Ave.?

**YOU ARE IN A HISTORIC DISTRICT**

Exterior changes to properties require a "Certificate of Appropriateness" BEFORE any work can be done.

**LET "BAR" HELP YOU!**

City of Dillon  
Board of Architectural Review

**WHAT IS THE "BAR"?**

**WHO THEY ARE:**

The Board of Architectural Review consists of nine members appointed by City Council.

- Jean Berry, Chairman
- Yolanda McCormick, Secretary
- Esther Thomas                      Gilbert Lytch
- Ben Hayes                              Sara Stephens
- Michael Real
- Two (2) appointments pending.

**WHAT DO THEY DO?**

The BAR serves the public as stewards for Dillon's historic districts and properties. It is their primary function to ensure that the integrity of the district is maintained and promote preservation:

1. Acts on requests for "certificates of appropriateness" (COA)
2. Recommends establishment or expansion of historic districts/properties
3. Researches and nominates structures for local/national historic designation
4. Establishes and amends design guidelines subject to city council approval
5. Promotes preservation efforts and community awareness

**YES...I'M IN A DISTRICT!**

**HOW DOES THIS AFFECT ME?**

The BAR strives to protect and preserve the historic districts through a design review process called "Certificate of Appropriateness" (COA). Any exterior alteration to a building is required to conform to design guidelines to ensure the architectural character of the building and district are maintained.

Examples requiring a COA:

1. New exterior paint colors
2. Changing doors, windows and shutters
3. Adding or removing siding
4. Signs, canopies and awnings
5. New lighting fixtures and satellite dishes
6. Fences and retaining walls
7. Changing roof material and color
8. Demolition and new construction
9. Moving a building
10. Removal or replacement of trees


*Routine maintenance and repair, when materials and color remain the same, as well as interior work, do not require a Certificate of Appropriateness.*



**Historic  
Dillon  
BOARD OF  
ARCHITECTURAL  
REVIEW**

**I NEED HELP!**

What kind of sign?  
Can I paint the bricks?  
What colors?  
I want an awning!  
Can I use vinyl siding?  
I need a new look!



**FREQUENTLY ASKED QUESTIONS**

**HOW LONG DOES IT TAKE?**

The BAR meets the 1st Monday of each month.

**HOW CAN I SPEED THE PROCESS?**

The BAR meetings are held at 5:30 at the City County Complex at 401 W. Main St. If you are applying for a COA that must be advertised, your application must be delivered by 5:00 p.m. on the due date. Either the applicant or a representative must be present for the review.

COA'S Due	Herald Date	BAR Review / Meeting
JAN 17	JAN 20	FEB 7
FEB 14	FEB 17	MAR 7
MAR 14	MAR 17	APR 4
APR 11	APR 14	MAY 2
MAY 9	MAY 12	JUN 6
JUN 20	JUN 23	JUL 12*
JUL 11	JUL 14	AUG
AUG 22	AUG 25	SEPT 13*
SEPT 12	SEPT 15	OCT 3
OCT 17	OCT 20	NOV 7
NOV 14	NOV 17	DEC 5
DEC 12	DEC 15	JAN 2, 2012

**WHAT DO I NEED?**

- Complete application with:
- a. Photographs of building
  - b. Color chips and material samples
  - c. Scaled drawings
  - d. Illustrations of color, sign or awning placement

**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 advertised 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. Approved COA's "with conditions" must be completed as approved and may not delete, change or abandon an part of the approved COA criteria once the work has been started. Any deviation requires a new COA prior to work done.

5. It is the responsibility of the applicant to ensure that the project is carried out as approved.

6. Each contractor working 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.

7. Do not start work without an approved COA, permits or licenses. Do not havea signage made or put up prior to submitting for a COA, BAR will not review it.

**WHAT HAPPENS IF I MAKE CHANGES WITHOUT APPROVAL?**

Making unapproved changes is a violation of City Code.

Any person violating any provision of this chapter by not applying for a "Certificate of Appropriateness" (COA) and a permit (if required) prior to doing work in the historic district, other than maintenance, shall be subject to a fine of up to five hundred dollars (\$500.00) or imprisonment for not more than thirty (30) days upon conviction. Work shall immediately cease and the property shall be returned to its original appearance as of 2002 benchmark district photos. Each day of violation shall be considered a separate offense until the property is restored.

**WE ARE HERE**

**WHERE DO I START?**

Pick up an application and information from Benny Genwright, Code Enforcement Director at the City/County Complex. He will explain the procedure and time schedule. Examples of application requirements are on display there and in the Research Library at the Dillon House. Design consultations as well as an informal review of your plans can be arranged. For more information call:

**774-0040**

**SOURCES:**

- Historic District Overlay Ordinances: Copies at City Complex
- Website: [www.historicdillon.org](http://www.historicdillon.org)
- Guidelines: The Secretary of the Interior Standards for Treatment of Historic Properties: [www.cr.nps.gov](http://www.cr.nps.gov)
- Research Materials: Dillon House Research Library

