

Development Services - Permit Application Center

P.O. Box 11706, or 155 Johnston Street
Rock Hill, South Carolina 29731-1706
Phone: 803-329-7080 or 803-329-7089
FAX: 803-329-7228 -- website: www.cityofrockhill.com



CERTIFICATE OF HARDSHIP (COH) – Historic Property

The purpose of the COH procedure is to provide the landowner an opportunity to seek relief from a denied COA or the inability to comply with the COA standards. Sections 2-200 and 2-300(G)(2) of the Zoning Code establish the requirements and process for a Certificate of Hardship (COH).

Please note: An Application for a Certificate of Hardship must be accompanied by an Economic Feasibility Analysis prepared by a S. C. Licensed or Certified Appraiser in accordance with the S. C. Uniform Standards of Professional Appraisal Practice (see Section 2-300 (G) (2) (d) of the Zoning Code). A COH shall be approved only upon a finding that the economic feasibility analysis indicates "as-is" market value and rehabilitation costs exceed the "after-rehabilitation" market value by 15% or more. The application deadline is the 1st of each month for the following month's Board of Historic Review Meeting, which are held the first Thursday of each month. Applicants are encouraged to meet with City staff prior to the submission of a COH application.

Applicant Information - Please Print or Type:

Name: _____ Tel No: _____

Address: _____ City/ST/Zip: _____

COH Site Address: _____ Parcel#: _____
[Location of historic property inside RH City Limits]

Project Contact: _____ Tel No: _____

Property Zoned _____ Property is: Residential Commercial

Activity: New Construction or Addition Rehab Demolition Relocation Sign

I have consulted the City's Historic Design Review Guidelines for this project:

This property is being reviewed by other agencies: _____

Property Owner: Same Single: _____ Multiple (Attached)

I am requesting a Certificate of Hardship as required by the Rock Hill Zoning Ordinance for properties covered by Section 2-300 (G). My request is generally described as follows:

*[Attach additional information support the application as necessary. Indicate the facts that support your request as required by the zoning code and the design review guidelines, including - but not limited to - the **checklist** on page 2, below. Unless otherwise stated, COH-approved activity must occur within twelve (12) months from date of approval].*

I certify that all of the information presented by me in this application is accurate to the best of my knowledge, information and belief. I have read the instructions and all other information provided with the application packet.

Signature of applicant

Signature of Owner [if not applicant]

FOR OFFICE USE ONLY: Date Filed: _____ If incomplete, returned : _____
Fee Paid: _____ Cash Check#: _____ Staff Report Legal Notice Posted
Action: Rejected: Approved By BHR: _____ Determination: _____

 Sign Permit issued Building Permit issued Applicant Notified

Checklist for COH - Attach supporting information, as needed.

Remember: Your Application for a Certificate of Hardship must be accompanied by an Economic Feasibility Analysis prepared by a S. C. Licensed or Certified Appraiser in accordance with the S. C. Uniform Standards of Professional Appraisal Practice (see Section 2-300 (G) (2) (d) of the Zoning Code). A COH shall be approved only upon a finding that the economic feasibility analysis indicates "as-is" market value and rehabilitation costs exceed the "after-rehabilitation" market value by 15% or more.

Describe the proposed work. If you have a COA package, include the appropriate descriptive material. Otherwise, Attach drawings of proposed renovations, if available, and provide "As Is" photos of overall proposal, views, details on site, structures and streetscape. Please be sure to answer the following:

1. **On what area(s) of the structure is the being working proposed?** (E.g. foundation, back porch, front door, roof) _____

2. **What is the approximate size of the area being renovated (if applicable)?** _____
3. **Describe the type(s) of materials used in each modification.** (E.g Wood, vinyl, brick, metal, composite):
 - a. You may be asked to provide a sample(s) of work materials for the Board of Historic Reviews Meeting.
 - b. Specify the colors(s) used in each modification. (List for foundation, walls, doors, windows, trim, gutters/downspouts, roofing, sign, lighting, sidewalk, fencing and others as applicable, include samples of materials and color charts.)
4. **FOR SIGN REQUESTS ONLY:**
 - a. **Do all signs must meet the City's minimum sign requirements?** Historic markers and professional nameplates which do not exceed two square feet are exempted from review and do not require a sign permit.
 - b. **What is the size of the sign?** _____ (Please note that the location, size and placement of signs in the downtown area should compliment those of neighboring or adjacent buildings. Freestanding signs in the residential and office areas, which are for non-residential use shall be higher than 12 feet and shall not exceed a maximum area of 18 square feet.)
 - c. **What is the size and type of lettering being used?** _____ (Please note that no more that 60% of the sign's total area should be occupied by lettering. Letters should not exceed 18 inches in height. Serif style letters are appropriate.)
 - d. **What is the material being used?** _____ (Please note that materials such as plywood, plastic substrates and unfinished wood should not be used for signs. Unfinished wood, brass letters, carved wood, gold leaf, or glass for signs is recommended.)
 - e. **What colors will be used?** _____ (Please note that sign colors should complement overall building colors and should have dark backgrounds with light letters. No more than two or three colors should be used.)
 - f. **If the sign will be lighted, explain the type of lighting that will be used.** _____ (Please note that light fixtures should not be readily visible from the street or sidewalk and that internally lit signs are not recommended. Incandescent lights rather that spot or floodlights are preferable.)

PLEASE PROVIDE A DRAWING OF THE PROPOSED SIGN AND ITS LOCATION ON THE BUILDING OR PROPERTY AND A SAMPLE OF THE MATERIAL (IF POSSIBLE).

Other points to remember:

- Development authorized by the COH shall not be carried out until the applicant has secured all other permits required by this Ordinance or any other applicable provisions of the City.
- Issuance of an COH shall authorize only the particular project and the approval, including any conditions, shall run with the land and not be affected by a change in ownership.
- Unless otherwise stated, failure to begin and/or complete approved activity within twelve (12) months from the date of approval will result in expiration of the COH.