

Planning & Development Department

P.O. Box 11706, or 155 Johnston Street
Rock Hill, South Carolina 29731-1706
Phone: 803-329-5590 FAX: 803-329-7228
www.cityofrockhill.com



CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION

Fact sheet for applicants

Primary staff contact: Janice Miller, historic preservation specialist
803-817-5129
Janice.miller@cityofrockhill.com

What is a Certificate of Appropriateness application?

A Certificate of Appropriateness application is a mechanism for reviewing requests for exterior work on properties that are located within the City’s Historic Overlay District to ensure that it complies with the standards of the City’s Zoning Ordinance and Historic Design Guidelines.

How can I determine whether my property is located within a Historic Overlay District?

You can check your property address in Appendix A of the Historic Design Guidelines, or you may contact Janice Miller.

Where can I find a copy of the City’s Historic Design Guidelines?

You can locate them online at www.cityofrockhill.com/historic or you may contact Janice Miller.

When should I use this form?

You should use this form anytime you are considering doing any work to the exterior of a property that is within the City’s Historic Overlay District.

This form is not needed for landscaping or painting, except when those activities are being done as part of a larger project on the property.

Note: If you are requesting a sign, you must also submit a sign permit application. Be sure to read the special information about signs in historic districts that is an attachment to that application.

What is the cost?

There is no fee associated with this application. (However, if our review determines that a zoning or building permit is required, a fee may be required for that.)

How can I submit this request?

- Send the form by email to Janice.miller@cityofrockhill.com
- Mail the form to the Planning and Development Department at the address listed above, attention “Zoning Division.”
- Submit the form in person at the Planning & Development Department offices at City Hall (155 Johnston Street).

What happens after I submit this request?

Staff will determine whether the request is of a type that can be reviewed at a staff level, or whether the request must go to the Board of Historic Review for consideration. The process for this determination is set forth in the Design Review Guidelines if you are interested in learning more about it.

If reviewed by Staff: If the request is of a type that is reviewed at a staff level, staff will discuss the request with the applicant and generally will determine whether the standards have been met to grant the request within a few business days. However, any person can appeal any decision of staff to the Board of Historic Review within 20 days after staff’s decision has been made, so any work performed during this timeframe is at your own risk.

If reviewed by Board: If the request is of a type that is required to be heard by the Board of Historic Review (BHR), staff will place the item on the next eligible agenda of the Board, which usually will take place about 30 days from when you submit the application. Generally, the meetings take place at 6 p.m. on the first Thursday of the month in the Council Chambers at City Hall—be sure to ask staff for the exact day and time that your request will go to the Board.

Before the meeting: Staff will give public notice about your request as required by state law and the Zoning Ordinance by placing a legal ad in the newspaper about the request, posting the property with a public hearing notice sign for 15 days, and sending out postcards about the request to property owners and tenants within 300 feet of the property.

Staff also will provide a written report about the request to the Board members and will make the report available to the public through the City's website. This report will contain an analysis about whether the request meets the historic design guidelines for the work (which are paraphrased in the questions you will answer in this application) as well as a recommendation from staff about whether to approve, approve with conditions, or not approve the request. The report also will include your application and supporting documents.

During the meeting: During the Board of Historic Review meeting, staff will give a presentation about the request and answer any questions that the Board members may have about it. Then you will be given a chance to speak about why you are making the request and to explain why you believe it meets the historic design guidelines. Members of the public also will be allowed to speak about the request, so it usually is a good idea if you speak with your neighbors about what you are trying to do before the meeting. At the conclusion of the public hearing, the Board will make a decision about whether to approve the application as requested, approve the application with conditions placed on it, or not approve the application. After that, there is a period of time after the Board of Historic Review meeting (usually about 60 days) when anyone may appeal the case to circuit court, so any work done during this time is at your own risk.

Please note: If the Certificate of Appropriateness application is approved, you may still need to obtain other types of permits, such as a building permit, before you can use the property as desired.

What if I want to do the work differently than what the historic design guidelines say?

You may request a hardship exemption from the standards of the historic design guidelines.

- In cases of a demolition request that the City's Certified Building Official has not determined is necessary based on public safety and welfare considerations, you must provide an engineer's report that evaluates the property, and the Board of Historic Review will consider whether the demolition is in the best interest of the public.
- In all other cases, you must provide three estimates for performing the work based on the historic design guidelines, and three estimates for doing the work as you would prefer. At least one of each type must come from a contractor who has verifiable experience with rehabilitation and restoration projects on historic properties.

The Board will determine whether the requested hardship exemption is reasonable based on the level of workmanship and experience associated with each estimate, the cost of the improvements compared to the value of the structure, the importance of the work to the structure, whether the change would affect the character of the district, where the structure falls within the categorization range explained above, whether the structure is located within the heart of a historic district or is on its fringes, and other criteria that the Board determines are relevant to the particular request.

While staff will present the application information to the Board, the burden of proof that the request is relevant and necessary lies on the applicant, and staff will not make a recommendation relative to hardship exemptions.

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION

Plan Tracking # _____ Date Received: _____ Case # H- _____ or COA # _____

Please use additional paper if necessary, for example to list additional applicants or properties, or to elaborate on your responses to the questions about the request. You may handwrite your responses or type them. You may scan your responses and submit them by email (see the above fact sheet), since we can accept scanned copies of signatures in most cases.

PROPERTY INFORMATION

Street address of subject property: _____, Rock Hill, SC

Tax parcel number of subject property: _____ - _____ - _____ - _____

Property restrictions

Do any recorded deed restrictions or restrictive covenants apply to this property that would prohibit, conflict with, or be contrary to the activity you are requesting? For example, does your homeowners association or property owners association prohibit the activity or need to approve it first? **Yes** ____ **No** ____

If yes, please describe the requirements: _____

APPLICANT/PROPERTY OWNER INFORMATION

Applicant's name	Mailing address	Phone number	Email address

Are you the owner of the subject property? **Yes** **No**

If you are not the owner of the subject property, what is your relationship to it (e.g., have it under contract to purchase, tenant, contractor, real estate agent) _____

I certify that I have completely read this application and instructions, that I understand all it includes, and that the information in the application and the attached forms is correct.

Signature: _____ Date : _____

If you are not the owner of the subject property, the *property owner* must complete this box.

Name of property owner: _____
If property owner is an organization/corporation, name of person authorized to represent its property interests:

I certify that the person listed in the person listed above has my permission to represent this property in this application.

Signature: _____ Date: _____

Preferred phone number: _____ Email address: _____

Mailing address: _____

INFORMATION ABOUT REQUEST

General description of your request

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

What is the approximate size of the area being renovated (if applicable)? _____

Standards of review – Complete the following only if directed to by staff.

The questions below are the general standards of review the Board of Historic Review must consider when determining whether your request may be granted. Please give your assessment of each question as it relates to your request.

1. Will the proposed change affect the exterior appearance of the property? Explain your response.

2. Will the proposed change be consistent with historical, architectural, or other relevant qualities of the property or surrounding historic district? Explain your response.

3. Will the request create a negative or positive impact on the surrounding historic district? Explain your response.

4. Does the request comply with the specific standards of the Historic Design Guidelines of the type of work that is proposed? Explain your response.

Exhibits

Please list any documents that you are submitting in support of this application. The ones listed below are suggested, but you may provide others that you believe would be helpful, and in some cases, staff or the Board of Historic Review may request other exhibits as well.

- Drawing of proposed modifications, if available.
- Photos of the area proposed to be changed.
- Information about the proposed materials to be used.
- Information about the proposed colors to be used.
