# HPC-03 / APPLICATION for CERTIFICATE of APPROPRIATENESS

GREENVILLE COUNTY HISTORIC PRESERVATION COMMISSION

## IMPORTANT INFORMATION

**Refer to the Greenville County Historic Preservation Commission Application Forms & Instructions for complete application requirements, supporting documentation requirements, and submission procedures. Submit completed forms and required supporting documentation to the address below.**

A Certificate of Appropriateness (COA) may be required before certain work is undertaken on a designated historic property. **Contact Greenville County Historic Preservation staff before submitting this application to determine whether the proposed work requires HPC review.**

**Do not begin work requiring a Certificate of Appropriateness until the required approval has been issued. This application must be submitted no later than 12:00 p.m. on the first Thursday of the month. Applications may be submitted to historicpreservationcommission@greenvillecounty.org**

### 1. PROPERTY INFORMATION

Name of Historic Property: _____

Street Address: _____

City: _____ State: SC ZIP: _____

Tax Map Number (TMS): _____

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### 2. OWNER INFORMATION

Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

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### 3. APPLICANT / AGENT INFORMATION

Name: _____

Company / Organization: _____

Mailing Address: _____

Phone: _____ Email: _____

**Relationship to Owner:**

☐ Property Owner ☐ Authorized Agent ☐ Architect / Landscape Architect ☐ Contractor ☐ Other:

**If applicant is not the property owner, attach written owner authorization.**

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**4. TYPE OF PROPOSED WORK**

**Check all that apply:**

☐ Alteration ☐ Addition ☐ New Construction ☐ Demolition

☐ Relocation ☐ Site / Landscape Work ☐ Other: _____

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**5. PROJECT DESCRIPTION AND DOCUMENTATION**

**Briefly describe the overall purpose of the proposed project.**

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**Attach: ☐ HPC-04 Description of Proposed Work ☐ Other documentation submitted:**

*HPC-04 provides the detailed description and documentation of the proposed work. Additional information may be requested if necessary for HPC review.*

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**6. APPLICANT CERTIFICATION**

I certify that the information provided in this application and accompanying documentation is true and correct to the best of my knowledge. I understand that the application must contain sufficient information for the Greenville County Historic Preservation Commission to evaluate the proposed work and that additional information may be requested. I understand that a Certificate of Appropriateness does not constitute approval of any other permit or approval that may be required. I understand that work requiring a Certificate of Appropriateness may not begin until the required approval has been issued by the Historic Preservation Commission.

**Applicant Name: _____**

**Signature: _____ Date: _____**

**PROPERTY OWNER AUTHORIZATION**

I certify that I am the property owner or am authorized to act on behalf of the property owner in connection with this application.

**Property Owner Name: _____**

**Signature: _____ Date: _____**

*If the applicant is the property owner, one signature is sufficient.*

## THIS PAGE FOR STAFF / HPC USE ONLY

**APPLICATION INFORMATION**

Case Number: _____ Date Application Received: _____

Date Application Deemed Complete: _____ Date Placed on HPC Agenda: _____

If deemed incomplete, additional information requested:

Date applicant notified: _____

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**HPC REVIEW / ACTION**

☐ Recommendation for Designation ☐ Recommendation Not Approved

☐ Continued / Postponed ☐ Withdrawn

Date of HPC Action: _____

Conditions / Findings / Notes:

HPC Chair Signature: _____ Date: _____

**PLANNING & DEVELOPMENT COMMITTEE ACTION**

☐ Designation Approved ☐ Designation Not Approved Date: _____

**COUNTY COUNCIL ACTION**

☐ Designation Approved ☐ Designation Not Approved

Ordinance / Resolution No.: _____

Date: _____