HPC-04 / DESCRIPTION OF PROPOSED WORK

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.

The Greenville County Code of Ordinances authorizes the Greenville County Historic Preservation Commission to make recommendations for historic designation to Greenville County Council. No property may be designated without the written consent of the property owner.

Submit this application with all required attachments, including HPC-02 Historic Property Evaluation and Statement of Significance.

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 Parcel Number (TMS): _____

HPC Application / Case No.: _____

Related Application:

☐ Certificate of Appropriateness

☐ Special Property Tax Assessment for Rehabilitated Historic Property

☐ Other HPC Review: _____

---

2. OWNER INFORMATION

Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

---

3. ATTACHMENTS

Submit the documentation applicable to the proposed work. Check each item included with this form.

☐ **Photographs** of existing conditions, keyed to the proposed work description

☐ **Architectural plans and elevations of existing conditions**

☐ **Proposed demolition plans / drawings**, where applicable

☐ **Proposed floor plans and elevations**

☐ **Site plans**

☐ **Grading plans**, where applicable

☐ **Landscape plans**, where applicable

☐ **Specifications, material information, or samples**, where applicable

☐ **Other supporting documentation:**

Plans and photographs should be numbered or otherwise identified so they can be referenced in Section 6.

Detailed documentation requirements are provided in the Greenville County Historic Preservation Commission Application Forms & Instructions.

---

4. SUMMARY OF PROPOSED WORK

Provide a brief summary of the overall proposed project. Include the purpose and general scope of work.

- **Project Categories**
  - **Check box for each category included in the proposed project.**

    ☐ **Description of Work (See Tips for Approval of Proposed Work for documentation requirements)**

    ☐ **Roof - roofing, flashing, roof deck, roof structure, dormers, vents, chimneys**

    ☐ **Exterior Walls - masonry, mortar joints, stucco, siding, exterior materials and features, painting**

☐ **Windows - repair, replacement, glazing, shutters, trim, surrounds**

☐ **Doors / Entrances - doors, frames, sidelights, transoms, storefronts**

☐ **Porches / Exterior Features - roofs, decks, columns, railings, flooring, foundations**

☐ **Foundations - masonry, piers, crawlspace, basement, slab**

☐ **Structural Systems - repair, stabilization, or modification of historic structural elements**

☐ **Exterior Restoration - removal of later features or restoration of missing historic features**

☐ **HVAC / Mechanical Systems**

☐ **Electrical / Plumbing Systems**

☐ **Interior Alterations - floor plan changes or other interior modifications**

☐ **Interior Finishes / Features - plaster, paneling, trim, flooring, ceilings, etc.**

☐ **Significant Interior Features - stairs, mantels, built-ins, cabinetry, decorative features, etc.**

☐ **Demolition / Removal - full or partial removal of structures or historic features**

☐ **Additions to existing buildings**

☐ **New Building / Construction on the site**

☐ **Historic Outbuildings / Accessory Structures**

☐ **Non-Historic Outbuildings / Accessory Structures**

☐ **Site Work / Grading**

☐ **Landscaping / Plantings**

☐ **Fences / Walls**

☐ **Other Hardscape / Site Features**

5. DETAILED DESCRIPTION OF PROPOSED WORK

Provide a detailed description for each category checked in Section 4. Describe the existing historic feature or condition first, followed by the proposed work. Reference photographs, drawings, plans, specifications, or other documentation by number.

See the Greenville County Historic Preservation Commission Application Forms & Instructions for additional guidance.

Feature: _____Approximate Date of Feature: _____
Describe Existing Conditions:

Describe Proposed Work:

Photograph No(s.): _____, and/or Plan / Drawing No(s.): _____

Feature: _____Approximate Date of Feature: _____
Describe Existing Conditions:

Describe Proposed Work:

Photograph No(s.): _____, and/or Plan / Drawing No(s.): _____

Feature: _____Approximate Date of Feature: _____
Describe Existing Conditions:

Describe Proposed Work:

Photograph No(s.): _____, and/or Plan / Drawing No(s.): _____

6. ADDITIONAL DETAILED DESCRIPTION PAGES

Use additional copies of this page as necessary. Each page should identify the feature being described and reference the applicable photographs and plans.

Feature: _____Approximate Date of Feature: _____
Describe Existing Conditions:

Describe Proposed Work:

Photograph No(s.): _____, and/or Plan / Drawing No(s.): _____

Feature: _____Approximate Date of Feature: _____
Describe Existing Conditions:

Describe Proposed Work:

Photograph No(s.): _____, and/or Plan / Drawing No(s.): _____

Feature: _____Approximate Date of Feature: _____
Describe Existing Conditions:

Describe Proposed Work:

Photograph No(s.): _____, and/or Plan / Drawing No(s.): _____

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: _____

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: _____