HPC-09 // ANNUAL HISTORIC PROPERTY INSPECTION and COMPLIANCE REPORT

GREENVILLE COUNTY HISTORIC PRESERVATION COMMISSION

IMPORTANT INFORMATION

This form is used by County staff and Historic Preservation Commission members to document the condition of a historic property and changes observed during a site visit. The inspection record should document existing conditions and any apparent work or changes since the previous inspection or outside of previously approved work.

The inspection report does not constitute a determination of compliance or approval of work. Any necessary follow-up or action will be determined through staff review and, when appropriate, consideration by the Historic Preservation Commission.

1. PROPERTY INFORMATION

Name of Historic Property: _____ HPC Case/ Application No._____

Street Address: _____

City: _____ State: SC ZIP: _____

Tax Map Number (TMS): _____

Property Status

☐ County Historic Designation ☐ Special Property Tax Assessment ☐ Both ☐ Other

Date of Designation: _____ Date of Final Certification, if applicable:_____

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2. INSPECTION INFORMATION

Inspector(s): _____ Inspection Date: _____

Inspection Type:

☐ Annual Inspection
☐ Follow-up Inspection
☐ Reported Change / Complaint
☐ Other: _____

Areas Inspected:

☐ Exterior only
☐ Interior only
☐ Exterior and interior
☐ Interior access not available

Reason interior was not inspected, if applicable: _____

Owner or representative present? ☐ Yes ☐ No

Name: _____

Other person providing access, if applicable, and role: _____

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3. EXISTING CONDITION

Document the observable condition of the property at the time of inspection. Check applicable features and provide notes where appropriate.

Exterior

- ☐ Roof
- ☐ Exterior walls / masonry
- ☐ Windows
- ☐ Doors / entrances
- ☐ Porches / balconies
- ☐ Foundation
- ☐ Chimneys
- ☐ Architectural features
- ☐ Additions
- ☐ Outbuildings / accessory structures
- ☐ Site / landscape features
- ☐ Fences / walls
- ☐ Signage
- ☐ Other: _____

Interior

Complete when interior areas or features are subject to HPC review.

☐ Primary / significant interior spaces
☐ Interior finishes
☐ Stairs / railings
☐ Mantels / built-ins / cabinetry
☐ Other significant features: _____

Condition / Observations

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4. CHANGES OBSERVED SINCE PREVIOUS INSPECTION

Apparent changes or work observed?

☐ No apparent changes

☐ Yes

☐ Previous inspection not available

If Yes, check applicable categories:

☐ Repair / alteration
☐ Replacement of historic feature
☐ Addition
☐ New construction
☐ Demolition / removal
☐ Relocation
☐ Site / landscape work
☐ Signage
☐ Interior alterations
☐ Other: _____

Description of observed work or changes:

_____

_____

_____

Date of work, if known: _____

Was the work previously approved by HPC?

☐ Yes ☐ No ☐ Unknown

Related case / application number, if known: _____

_____

5. PHOTOGRAPHIC DOCUMENTATION

Photographs taken: ☐ Yes ☐ No

Number of photographs: _____

Photo references / file numbers:

_____

Additional documentation obtained or reviewed, if any:

6. STAFF REVIEW

Date Report Received: _____

Staff Reviewer: _____

Staff Review of Inspection Findings

Apparent work or changes requiring further review?

☐ No ☐ Yes

☐ Unable to determine from inspection documentation

Staff comments / recommended next steps: _____

_____

_____

Related application / case number, if applicable: _____

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7. HPC REVIEW / ACTION

Date Reviewed by HPC: _____

HPC Action / Direction:

☐ No further action
☐ Continue monitoring
☐ Request additional information
☐ Contact property owner
☐ Request application for Certificate of Appropriateness
☐ Request HPC-05 Amendment
☐ Other HPC review required
☐ Other: _____

HPC comments / direction:

Follow-up inspection date, if applicable: _____

Authorized Reviewer Signature: _____ **Date:** _____