



**APPLICATION FOR CERTIFICATION OF APPROPRIATENESS
CITY OF GEORGETOWN ARCHITECTURAL REVIEW BOARD**

Note: In preparing this application you should familiarize yourself with the applicable Historic District Design Guidelines, which can be found on the City website (www.cogsc.com) Try to comply as best as you can with the guidelines with your proposed project.

This form must be completed and required materials must be submitted to the City of Georgetown Building & Planning Department no later than the deadline. **A REPRESENTATIVE MUST BE PRESENT AT THE MEETING TO HAVE YOUR REQUEST HEARD.**

Applicant's Name: _____

Tax Map Number: _____

Mailing Address: _____

Telephone: Business _____ Home _____

Site Address: _____

Zoning: _____ R4 (High Density Residential)
 _____ R1 (Low Density Residential)
 _____ CC (Core Commercial)
 _____ WC (Waterfront Commercial)

Type of Request:

| | |
|------------------|------------------------|
| _____ Demolition | _____ New Construction |
| _____ Alteration | _____ Fence |
| _____ Repair | _____ Addition |

Description of Proposal:

(Over)

**CITY OF GEORGETOWN
ARCHITECTURAL REVIEW BOARD
SUBMISSION MATERIALS CHECKLIST**

- The Architectural Review Board must approve any change or alteration to the **exterior** of any structure in the Historical District, as well as the demolition or new construction of any building or fence.
- Detailed drawings must be submitted along with your completed application form and the \$30 application fee (\$15.00 for the review of required revisions). Late or incomplete submittals will not be placed on the agenda for that month's meeting.
****Please note all projects will be reviewed by the Building & Planning Department to assure Zoning Compliance prior to being presented to the Architectural Review Board.**
- Required materials/samples are listed below and include but not limited to:

New Construction/Additions/Renovations/Alterations: Elevation and design drawings drawn to scale of the front, sides and rear of all proposed new structures and/or façades proposed to be renovated. Site plan illustrating the location of existing structures and proposed new structure and/or additions; landscape plan illustrating the location of existing landscape and proposed new landscaping; color samples of paint, brick, shingles, siding, windows, etc.

Fences/ Walls: Site Plan illustrating location of fence, wall and lot lines. Material samples and design drawing.

- Ten (10) copies of **all required materials** must be submitted to the Building and Planning Department, as all members of the Architectural Review Board must receive and review all materials prior to the meeting.
- If the Architectural Review Board is not satisfied with your design, or needs additional information to make a decision, they will usually allow the applicant to withdraw the application or defer the application. This does not mean you cannot reapply, or provide additional information at the next meeting.
- If your application is deferred or withdrawn and you wish to come back at the next meeting with an alternative proposal, you will need to inform the Building and Planning Department before the deadline for the next meeting. You will be required to pay another fee (**\$15.00**) and fill out another application; you will be advertised as "Old Business" and must provide new drawings and or samples at least one week prior to the meeting.

PLEASE BE AWARE THAT STAFF AND BOARD MEMBERS MAY BE VISITING THE SITE PRIOR TO THE MEETING IN ORDER TO TAKE PICTURES AND MAKE A VISUAL INSPECTION OF THE EXTERIOR.

**CITY OF GEORGETOWN
ARCHITECTURAL REVIEW BOARD**

CHECKLIST FOR REQUIRED MATERIALS:

NEW CONSTRUCTION/ADDITIONS/RENOVATIONS/ALTERATIONS:

- _____ Elevation and design drawings to scale showing front, sides and rear of all proposed new structures and/or facades proposed to be renovated.

- _____ Site plan illustrating the location of existing structures and Proposed new structure and/or additions

- _____ Landscape plan

- _____ Color samples of paint, building materials including windows, Shingles, lighting plan, etc.

FENCES/ WALLS:

- _____ Site Plan showing location of fence/ wall
And lot lines

- _____ Material Samples

- _____ Design drawings

****TEN (10) COPIES OF ALL REQUIRED INFORMATION MUST BE SUBMITTED TO THE BUILDING AND PLANNING DEPARTMENT AT THE TIME OF APPLICATION. THE BUILDING AND PLANNING DEPARTMENT WILL REVIEW ALL PROJECTS TO ASSURE ZONING COMPLIANCE PRIOR TO BEING PRESENTED TO THE ARCHITECTURAL REVIEW BOARD.**

Building & Planning Department, City of Georgetown
120 N. Fraser Street, PO Drawer 939, Georgetown, SC 29440
(843)-545-4010