

Planning & Development Department

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Physical (By Appointment Only): 155 Johnston Street, Rock Hill, SC 29730

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www.cityofrockhill.com



CERTIFICATE OF APPROPRIATENESS APPLICATION

WHEN TO USE THIS PROCESS

Use this application to request a Certificate of Appropriateness for proposed exterior changes to a property that is located within one of the City's [historic overlay districts](#). The request will be reviewed to determine whether it meets the City's [Historic Design Guidelines](#).

If you would like to do work that is different from the standards of the Historic Design Guidelines, you may request a hardship exemption; the process for that is set forth in the guidelines.

APPLICATION PROCESS

1. **Submit the application and associated documents** in PDF format through the Online Services website at www.cityofrockhill.com/onlineservices. Select the option to **Submit Plans** under the **Project** section of the page.

Note that this application is not required for landscaping or painting, except when those activities are being done as part of a larger project on the property.

2. **We will email you an invoice** for the application fee, which you will pay online.
 - If reviewed by Board of Historic Review: \$100 for residential property and \$300 for non-residential property
If you decide to withdraw the application before staff submits the legal advertisement for the public hearing on it, 50% of the fee is refundable; after that time, the fee is not refundable, whether you are successful in obtaining approval for the request or not.
 - \$25 if reviewed by staff and no building permit is required
3. **Staff will determine whether the request can be reviewed at a staff level or whether it must go to the [Board of Historic Review](#) for consideration.** The process for this determination is set forth in the Historic Design Guidelines.
 - **If reviewed by Staff:** Staff 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 to 45 days after the application is submitted.
4. **If reviewed by the Board, the Board of Historic Review will hold a public hearing** where people may speak for or against the request.
 - We are required to advertise the request in accordance with state law. At least 15 calendar days in advance of the hearing, we will post a public hearing sign(s) on the property, mail a postcard to all property owners and tenants within 300 feet, and will place a legal advertisement in *The Herald*.

- The Board of Historic Review usually meets at 6 p.m. on the first Thursday of the month in the Council Chambers at City Hall. The calendar for the year is available on our website.
- Staff will provide a written report about the request to the Board members, which also will be posted on the City's website. The report will include your application and supporting documents.
- You must attend this meeting to explain your request and answer questions about it.
- At the conclusion of the public hearing, the Board of Historic Review will decide whether to approve the application as requested, approve it with conditions, or not approve it.

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 or a sign permit, before you can use the property as desired. Historic properties have [special signage regulations](#).

CERTIFICATE OF APPROPRIATENESS APPLICATION

Tax map number	Address(es)	Property owner
<i>Example:</i> 233-21-23-576	420 Example St.	Rock Hill Cars, LLC

APPLICANT

Primary Applicant Name: _____

Mailing Address: _____

Phone: _____ Email: _____

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: _____

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

- If no, what is your relationship the property (e.g., have it under contract to purchase, tenant, contractor, real estate agent)? _____
- If you are not the owner of the subject property, the property owner must complete the gray box below.

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.

Applicant signature: _____ Date: _____

PROPERTY OWNER

Property owner name (authorized representative, if corporation): _____

Mailing Address: _____

Phone: _____ Email: _____

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

Signature: _____ Date: _____

INFORMATION ABOUT REQUEST

1. General description of the proposed work, including the areas of the structure that you are proposing to modify:

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

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

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

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

6. List any exhibits that you have provided to help explain your request to the Board. The following may be helpful:
 - Drawings of the proposed modifications
 - Photographs of the existing structure
 - Site plans for additions, new construction, accessory structures, etc.
 - Information about the proposed materials and colors to be used.