

# Minor Architectural Review Application



157 NW Columbia Ave P.O. Box 183 Chapin, SC 29036

## Process and Approval:

Administrative

## Pre-Application Procedure:

Encouraged for clarity and discussion of plans and what documents should be submitted for type of work and review by the Administrator.

## Site Plan:

Drawn to scale or survey of property that includes the components shown (See Section 10.3.1.c) - The Administrator may require additional documentation.

*Pursuant to S.C. Code 6-26-1145 Is the tract of land restricted by any recorded covenant or restriction that is contrary to, conflicts with, or prohibits the proposed application?*

Yes

No

## Applicability:

A Certificate of Appropriateness (COA) from the Administrator shall be required for the following construction activities:

## Type of work:

*Check all that apply*

- Repairs, replacements, or renovations of existing buildings, as long as there is no change in exterior materials or does not involve modification of architectural features.
- Expansions of existing buildings of less than 20 percent of the building's gross floor area.
- New construction of a residential building, excluding residential developments requiring major subdivision or major architectural review.
- New construction of non-residential accessory uses, except for those provided in this Section (10.5.1.).
- Demolitions of any structure.
- New construction of fences or walls for non-residential or multi-family uses
- Any color change to the exterior of a building within an Architectural Overlay Districts. (See Appendix III for Approved Colors).

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**Any application shall be sent to be reviewed by the ARB as determined by the Administrator**

- Town staff will review the plan and send comments back to the designated applicant.
- All documents and fees must be submitted prior to approval of any COA.
- Upon final review, a COA will be administered to the applicant as approval of the application and a separate zoning permit will be issued prior to any work commencing on the project.
- A completed application with all required documentation must be received by the Town 14 days prior to the applicable Board meeting, otherwise it will be scheduled for the following monthly meeting. *Please review scheduled meeting dates via Town website.*

**\*Note\*** *The applicant will have 2 years upon approval of the COA to obtain a Project Permit. Failure to secure will void the COA (Section 10.5.2.g).*

## DESIGNATION OF AGENT AUTHORIZATION:

*I (we) hereby appoint the person named as "Applicant" as my (our) agent to represent me (us) in this zoning permit application*

### Applicant Information

Applicant Name:	<div style="display: flex; justify-content: space-around; width: 100%;"> <span>Last</span> <span>First</span> </div>	Phone:	
Applicant Signature:	Signature	Email:	
		Date:	

### Property Owner Information

Owner Name	<div style="display: flex; justify-content: space-around; width: 100%;"> <span>First</span> <span>Last</span> </div>	Email:	
Property Address:	Street address	Phone:	
	City State Zip Code	Tax Map Number	
General Contractor:		State License #:	
Zoning District:	Overlay District:	Town Business License (if applicable):	

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Proposed Use and Description:

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**Applicant signature:** \_\_\_\_\_

*I certify that the information on this application is true and correct, and that all work performed under this permit shall conform to all applicable codes, laws, and ordinances*

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## FOR STAFF USE ONLY

Received By:

Date Received:

Fee Received?

Yes

No

Approved By:

Date Approved:

## CODE COMPLIANCE INSPECTION

Approval:

Date: