

Major Architectural Review Application



The following list is intended to provide Applicants with an understanding of the respective application process, procedures, and Unified Development Ordinance (UDO) requirements for obtaining application approval in the Town of Chapin. While intended to explain the process, it is not intended to repeal, eliminate, or otherwise limit any requirements, regulations, or provisions of the Town of Chapin’s UDO. Compliance with these procedures will minimize delays and assure expeditious application review.

Applicability:

Areas designated as Architectural Overlay Districts, will require a Certificate of Appropriateness (COA) issued by the Architectural Review Board (ARB), (Section 6.2.1- Overlay District Map) for all Preliminary proposed development plans to include:

Type of work: *Check all that apply*

- Any new construction of a nonresidential, mixed-use, three-family, or multi-family building or any structure exceeding 10,000 sq.ft. in gross floor area within the overlay districts established in Article 6.
- Any modification, addition, or demolition to a building on the National Register of Historic Places.
- Any new construction, or conversion of an existing building, to a drive-thru establishment
- New construction of non-residential accessory uses, except for those provided in this Section (10.5.1.).
- Expansion of non-residential or multi-family buildings by 20 percent or more of the building’s area or floor space. Except in the Light Industrial District (LI).
- Any modifications to the building exterior of a non-residential or multi-family building
- Any new or converted multi-family residential building
- Any residential building models to be used in a proposed major subdivision (Section 10.9)

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

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).*

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DESIGNATION OF AGENT AUTHORIZATION:

I (we) hereby appoint the person named as "Applicant" as my (our) agent to represent me (us) in conjunction with this matter related to the Architectural Review of proposed new construction or improvements to the structures on my property.

Applicant Information

Applicant Name: _____ Phone: _____
Last First

Address: _____ Email: _____

Applicant Signature: _____ Date: _____
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

Property Owner Information

Owner Name _____ Email: _____
First Last

Property Address: _____ Phone: _____
Street address
City State Zip Code

Subdivision/PD _____ Lot/Block/Number: _____

Owner Signature: _____ Date: _____

(application continues on next page)

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

Project Information

General Contractor:

State License #:

Town Business License (if applicable):

Zoning District:

Overlay District:

Existing Use:

Square Footage:

Proposed Cost of project:

Market Value of Building:

Number of Acres:

Proposed Use and Description:

List any known constraints that currently exists on the property:
Ex. Traffic, zoning, natural resources, drainage and /or utility.

(application continues on next page)

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Is this property a part of a previously approved Planned District or master plan? Yes
No

If Yes, please indicate the name of the plan and provide the details of the approved plan

Application submittals

Preliminary Review: One (1) large sets of plans consisting of:

1. Landscape Plan.
2. Topographic Survey.
3. Scaled Site Plan with North Arrow.
4. Scaled Elevation Drawings.

Final Review: One (1) large set and one (1) Digital sets of plans consisting of:

1. Scaled Site Plan.
2. Landscape and Tree Plan.
3. Grading Plan.
4. Parking Layout.
5. Foundation Plan.
6. Floor Plan.
7. Elevation Drawings.
8. Typical Wall Section.
9. HVAC Layout.
10. Electric Layout.
11. Lighting Plan
12. Plumbing Layout.
13. OCRM Approval or Exemption.
14. Water and Sewer Receipts.
15. Elevation Certificate of "A" & "V".

Contact Person:	_____	Phone:	_____
Address:	_____	Email:	_____

All applicable **fees** must be paid at the time of submittal. Please submit the completed application, material samples, and colors along with the required fee to Town of Chapin Zoning Department at 157 NW Columbia Ave, Chapin, SC 29036.

Site visits to the property, by Town employees, are essential to process this application. The owner\applicant as listed above, hereby authorize Town employees to visit and photograph this site as part of the application process.

If you need additional help, please contact our office at 803-345-2444.

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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: