Administration of the town’s Historic Preservation Landmark District is the responsibility of the town’s Historic Preservation Commission. The commission is a seven member board appointed by the Mayor and Town Council. The board is staffed by the town’s Planning Administrator, with additional technical advice from the town’s Building Official.

The Commission meets to review projects and conduct its business as authorized by code on the third Tuesday of each month at 3:00 P.M. The meetings are held at 700 Paris Ave. Port Royal, South Carolina. Applicants or their agent are to be in attendance when their project is reviewed. Please use the following form as an application for a Certificate of Appropriateness (C of A).

See Article 3, Section 3.3.50, for the Procedures and Requirements of the Historic Preservation Ordinance.
Applications are reviewed based upon the Secretary of the Interior Standards. When submitting please provide the completed application form and 6 copies of your project package. These should be delivered to the Planning Administrator by 5:00 PM on the 1st Monday of the month.

Current Commission Members: Beekman Webb
Mike Jones
Kit Bruce
Anna Ellerbe
Louanne Howard

Planning Administrator: Linda Bridges
843-986-2207

Building Official: Bryl McCartney
TOWN OF PORT ROYAL HISTORIC PRESERVATION COMMISSION PROJECT APPLICATION

Application #: __________________ Date Received: ___________ Zoning District: ___________

Property Address: _________________________________________________________________

Applicant: __________________________________ Phone: __________________________

Applicant’s Address: ____________________________________________________________

Beaufort County 1997 Historic Sites Survey listing: ____________________________________________

Property Owner: ___________________________ Phone: ____________________________

Owner’s Address: ______________________________________________________________

Architect: ___________________________________ Phone: _________________________

Architect’s Address: ____________________________________________________________

REQUEST FOR: ( ) Conceptual Review ( ) Preliminary Review
( ) Final Approval ( ) Change After Certification

NATURE OF WORK: (Check All That Apply)

( ) Color changes ( ) Alterations, Additions
( ) Signage, Awnings ( ) New Construction
( ) Legal Plat ( ) Minor/Major Demolition or Relocation
( ) Other: ________________________________________________________________

DRAWINGS/MATERIALS ACCOMPANYING APPLICATION:

( ) Photographs ( ) Floor/Roof Plans ( ) Color Sample ( ) Elevation Drawings
( ) Site Plan/Plat ( ) Detail Drawing ( ) Material Sample ( ) Model

EXPLANATION AND DESCRIPTION OF WORK: Use more pages if needed.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? _____ Yes _____ No

An Application is incomplete until all required information is submitted. Incomplete applications will not be placed on a commission agenda. Applications are reviewed based upon the Secretary of the Interior Standards. Office copies are available for reference. In order that meetings not be excessively long, the board maintains a strict policy that no more than ten applications are reviewed in any one meeting. The application and 9 copies of all exhibits must be filed by 5:00 p.m. on the deadline date. If the applicant or a representative is not present at the meeting, the application will not be reviewed.

OWNER’S SIGNATURE: ______________________________ DATE: ________________________

APPLICANT’S SIGNATURE: ______________________________ DATE: ________________________