

Town of Port Royal

Historic Preservation Commission Application

Administration of the Town's Historic Preservation Landmark District is the responsibility of the Historic Preservation Commission. The commission is a five-member board appointed by Town Council. The board is staffed by the Planning Director, with additional technical advice from the Building Inspector as needed.

The Commission meets on the 3rd Tuesday of each month at 3:00 P.M. The meetings are held at 700 Paris Avenue. Applicants or their agent must be in attendance when their project is reviewed. Please use the following form as an application for a Certificate of Appropriateness.

See Article 3, Section 3.3.50 for the Historic Preservation Overlay Zone Standards. Applications are reviewed based upon the Secretary of the Interior Standards. Project packages accompanied by the attached application must be submitted to the Planning Director via email by 5:00 PM on the 3rd Tuesday of the month prior to the meeting.

Commission Members: Bill Entwistle
Mike Jones
Charlie Russo
VACANT
VACANT

Planning Director: Noah Krepps
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nkrepps@portroyal.org

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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:

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 9copies 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: _____