

Certificate of Historic Appropriateness - Application Checklist

All application documents shall be submitted electronically to cchpc@charlestoncounty.org

\$25.00 Application Fee is Required

(Applicant will be invoiced after application is deemed complete)

Pre-Application Meeting with Staff:

☐ Completed on: _____ (date(s))

Documents in Application Packet:

- ☐ Completed Application Checklist
- ☐ Signed Application Form
- ☐ Project Description
- ☐ Responses to Approval Criteria
- ☐ Signed Posted Notice Affidavit
- ☐ Signed and Notarized Restrictive Covenants Affidavit

Additional Documents Applicant Shall Provide:

- ☐ Architectural Elevations for all proposed vertical construction (*flat, scale drawing of one side of a structure that shows its exterior appearance, height, and materials as if you were standing directly in front of it*)
- ☐ Color photos of each elevation (*side*) of all existing structures
- ☐ Current, Recorded [Plat](#)
- ☐ Site Plan (*overhead map of a property*) drawn to an engineer's scale showing:
 - ☐ The property dimensions and [setbacks](#)
 - ☐ Dimensions and locations of existing and proposed structures and improvements
 - ☐ [Impervious surface coverage](#) and [building coverage](#) percentages
 - ☐ Parking areas and driveways/accesses
 - ☐ [Grand trees](#) (*trees 24" DBH or larger, except pine and sweet gum trees*)
 - ☐ Wetlands (properties containing DHEC- OCRM Critical Line areas must contain an up-to-date DHEC- OCRM signature on the site plan or plat) and holding basins and buffers when applicable.

Or, if the property was developed before April 21, 1999, or no site improvements have been made since April 21, 1999, and the proposed use does not require site improvements, as determined by the Zoning and Planning Department Director, the applicant may submit an aerial photograph printed to engineer's scale showing the property lines, locations of existing structures and improvements, parking areas, etc. as the site plan.

Additional Documentation that may be Required:

- ☐ Landscape plans (drawn to scale)
- ☐ Material samples
- ☐ Sign artwork with colors, materials, and dimensions shown
- ☐ Streetscape elevation (drawn to scale) of buildings adjacent to the site, and a streetscape elevation (drawn to scale) across the street from the site. The proposed new construction must be included in the streetscape elevation on both sides of the street. *When required, photo montage will not be acceptable in lieu of a scaled drawing streetscape elevation.*

NOTE: All payments to Charleston County Zoning and Planning Department are by CREDIT CARD, CASH, ONLINE INVOICE, or CHECK with a valid Driver's License.

SCAM ALERT: Charleston County is seeing a rise in Business Email Compromise (BEC) scams.

Emails may look like variations of the email address: (Example) Planning.charlestoncounty.gov@usa.com (NOT a valid County address).

DO NOT trust payment or banking requests from suspicious emails. Charleston County Government does NOT request wire payments. VERIFY email senders are real County emails that end in @charlestoncounty.org.

REPORT anything suspicious to Charleston County at planning@charlestoncounty.org right away.