



Fort Mill Planning Dept.
 Town Hall Annex
 200 Tom Hall Street
 Fort Mill, SC 29715
 Phone : 803-547-2034
 Fax : 803-548-4722

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

APPLICANT

Name: _____
 Mailing Address: _____
 Phone: _____
 Email: _____

Town Use Only

Received By: _____
 Date Received: _____
 Application Complete: _____
 HRB Meeting Date: _____
 Date Approved by HRB: _____
 Date Denied by HRB: _____

PROPERTY INFORMATION

Property Address: _____
 Zoning & Current Use: _____
 Property Owner Name: _____
 Property Owner Mailing Address: _____
 Property Owner Email Address: _____

Submission Checklist

- Drawings and specifications of proposed improvements
- Site plan showing location of proposed improvements, if necessary
- Application fee (\$125 residential/\$250 non-residential)

Work Summary: Please check all areas that apply to the proposed improvements

- DEMOLITION NEW STRUCTURE EMERGENCY REPAIR
 GRAPHICS/SIGNAGE MAINTENANCE

REHABILITATION

ADDITIONS TO EXISTING

SITE WORK

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Foundations | <input type="checkbox"/> Ornamentation | <input type="checkbox"/> Room Addition | <input type="checkbox"/> Fence or wall |
| <input type="checkbox"/> Masonry | <input type="checkbox"/> Awning/Canopy | <input type="checkbox"/> Garage | <input type="checkbox"/> Site lighting |
| <input type="checkbox"/> Siding | <input type="checkbox"/> Storefront | <input type="checkbox"/> Porch or deck | <input type="checkbox"/> Street furniture |
| <input type="checkbox"/> Roof | <input type="checkbox"/> Color/painting | <input type="checkbox"/> Greenhouse | <input type="checkbox"/> Special features |
| <input type="checkbox"/> Gutters/downspouts | <input type="checkbox"/> Other | <input type="checkbox"/> Dormer | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Chimney | | <input type="checkbox"/> Skylight | <input type="checkbox"/> Walks, patios |
| <input type="checkbox"/> Doors/entrances | | <input type="checkbox"/> Chimney | <input type="checkbox"/> Chimney |
| <input type="checkbox"/> Windows | | <input type="checkbox"/> Other | <input type="checkbox"/> Other |
| <input type="checkbox"/> Porch | | | |
| <input type="checkbox"/> Cornice/frieze | | | |

P.O. BOX 159 • 200 TOM HALL STREET • FORT MILL, SC 29715
TELEPHONE (803) 547-2034 • FAX (803) 548-4722



Fort Mill Planning Dept.
Town Hall Annex
200 Tom Hall Street
Fort Mill, SC 29715
Phone : 803-547-2034
Fax : 803-548-4722

Explanation of Work: Please use the area below to provide a detailed explanation of the proposed work. When explaining the work, please provide information on the design, materials, colors, as well as installation/construction procedures. For example, when applying for a wall sign, please provide detail on the design of the sign, what materials will be used, what colors will be used, and how the sign will be affixed to the wall. Please attach additional sheets as necessary.

Acknowledgement of Requirements: The applicant acknowledges that the information provided is complete and that any exterior modification, except for ordinary maintenance repair (not involving change in design, material, color, or outer appearance) shall not commence until the Historic Review Board approves the specific modification through a Certificate of Appropriateness. Additional permitting may be required prior to beginning work, including zoning review, building department review, stormwater/engineering review, and business licensing. Please note, incomplete submissions will not be accepted for consideration.

Applicant's Signature

Date

Property Owner's Signature

Date

