



**APPLICATION FOR  
LOCAL LANDMARK DESIGNATION**

Contact Planning & Development:  
[Planning@GreenvilleSC.Gov](mailto:Planning@GreenvilleSC.Gov)  
(864) 467-4476

<b>Office Use Only:</b>	
Application# _____	Fees Paid _____
Date Received _____	Accepted By _____
Date Complete _____	App Deny Conditions _____

**APPLICANT/OWNER INFORMATION**

\*Indicates Required Field

	APPLICANT	PROPERTY OWNER
*Name:		
*Title:		
*Address:		
*State:		
*Zip:		
*Phone:		
*Email:		

**PROPERTY INFORMATION**

\*STREET ADDRESS \_\_\_\_\_

\*TAX MAP #(S) \_\_\_\_\_

\*PRESERVATION DISTRICT/SPECIAL DISTRICT \_\_\_\_\_

\*ARE THERE EXISTING STRUCTURES ON THE PROPERTY? \_\_\_\_ Yes \_\_\_\_ No

\*USE: \_\_\_\_ Residential \_\_\_\_ Commercial \_\_\_\_ Other \_\_\_\_\_

**HISTORIC DESIGNATION**

\*HISTORIC NAME OF PROPERTY (IF KNOWN): \_\_\_\_\_

\*CONSTRUCTION DATE (Circa): \_\_\_\_\_

- \*THIS BUILDING IS: \_\_\_\_ Contributing structure in Local Historic district  
 \_\_\_\_ Contributing structure in National Register district  
 \_\_\_\_ Non-Contributing structure in district  
 \_\_\_\_ National Register structure  
 \_\_\_\_ Other: Give brief overview of the history of the building

**INSTRUCTIONS**

1. All applications and fees (made payable to the City of Greenville) for Local Landmark Designation must be received by the planning and development office no later than 2:00 pm of the date reflected on the attached schedule.

A. APPLICATIONS FOR LOCAL LANDMARK DESIGNATION \$150.00\*

*\*Fee includes all related processing fees and cost of historic plaque*

2. The staff will review the application for "sufficiency" pursuant to Section 19-2.2.6, Determination of Sufficiency and will contact the applicant to correct any deficiencies which must be corrected prior to placing the application on the Design Review Board agenda.

3. **Public Notice Requirements.** Certificate of Appropriateness applications for Local Landmark Designation require a design review board public hearing. The applicant is responsible for sign posting the subject property at least 15 days (but no more than 18 days) prior to the scheduled design review board hearing date.

*(To be filled out at time of application submittal)*

\_\_\_\_\_ Public Hearing signs are acknowledged as received by the applicant

\_\_\_\_\_ **\*APPLICANT SIGNATURE** \_\_\_\_\_

\_\_\_\_\_ **\*DATE**

4. You must attach the following required documents. The Board may request additional information at any time to fully understand the proposal. Items submitted to the Board become the property of the City and will not be returned.

Please submit the following supporting documentation:

- Approval and or review of National Register from the SC Department of Archive and history, if applicable.
- Photographs documenting the property and/or structure
- Written narrative indicating how the property qualifies as historic (Sec.40-15 (C and D))

**Please verify that all required information is reflected on the documents. Please submit one (1) electronic version of the documents to [Planning@GreenvilleSC.Gov](mailto:Planning@GreenvilleSC.Gov)**

5. **Please read carefully:** The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

In addition the applicant affirms that the applicant or someone acting on the applicant's behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.

If the planning office by separate inquiry determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived, then the planning office will indicate in its report to the planning commission that granting the requested change would not likely result in the benefit the applicant seeks.

6. To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application **is** \_\_\_ or **is not** \_\_\_ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

<b>*Signatures</b>	
Applicant	
Date	
Property Owner/Authorized Agent	
Date	
Public Hearing information	
Public Hearing signs	