

APPLICATION FOR CERTIF URBAN

CATION FOR	Date Received	Accepted By
	Date Complete	App Deny Conditions
N DESIGN PANEL		
Planning & Development:		

Office Use Only: Application#_

Contact (864) 467-4476

*Indicates Required Field

APPLICANT	PROPERTY OWNER

Fees Paid

*Name:	
*Title:	
*Address:	
*Phone:	
*Email:	

APPLICANT/OWNER INFORMATION

PROPERTY INFORMATION

*STREET ADDRESS	
*TAX MAP #(S)	
*SPECIAL DISTRICT	

DESCRIPTION OF REQUEST

To include scope of project and justification or response to specific guidelines and special conditions.

INSTRUCTIONS

1. Preliminary meeting with staff is required prior to application submittal.

2. All applications and fees (made payable to the City of Greenville) for Certificate of Appropriateness must be received by the Planning & Development office no later than 2:00 p.m. on the date reflected on the attached schedule.

A. URBAN DESIGN PANEL Site plan review \$300.00

Architectural review \$300.00

B. SIGNS \$150.00

C. APPLICATION FOR STAFF REVIEW

Major (all site development activity, roof gardens, decks \$100.00 or accessory structures; or any project that requires

consultation with a member of the DRB).

Minor (color change; replacement of windows/doors; additions, deletions or replacement of awnings; re-roofing; and projects that do not involve structural alterations, increase/decrease in window/door area or removal of architectural features).

D. INFORMAL REVIEW

E. MODIFICATION TO AN APPROVED PROJECT

Major (requires review by DRB) ½ original fee

Minor (requires review by staff) \$50.00

F. REVISIONS (multiple required revisions may be subject to additional fees).

- 3. 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.
- 4. If the application requires review by the Urban Design Panel, public hearing signs must be posted on the subject property at least 15 days (but not more than 18 days) prior to the scheduled hearing date.
- 5. You must attach one (1) complete set of scaled drawings of the property at an appropriate scale such as 1"=20' or ¼" = 1', etc. Although construction drawings are not required, applicants for final approval should be able to provide construction drawings at the Design Review Board's (DRB) request. 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.

SITE PLAN REVIEW

- Site Plan Drawings (indicating footprint of existing buildings, proposed building, proposed exterior elements, demolition of existing site features, floor plan, proposed exterior equipment, etc.).
- Massing Studies and Images (images shall be high resolution and should depict adjacent building, proposed building massing from various viewpoints, initial architectural details, photos of surroundings to review context, etc.).
- Model (physical or digital model that includes the surrounding context with massing only, no texture or articulation is required). The contextual model for the DRB boundary can be downloaded here:
 https://greenvillesc.sharefile.com/d-s4197849a61943358, and is provided as a .skp file.
 Data is updated monthly.

ARCHITECTURAL REVIEW

- Elevation Drawings of all Exterior Sides (indicate proposed materials, existing grade and proposed grade, proposed mechanical equipment, outdoor lighting fixtures, landscape drawings, design and location of signage, removal of existing building elements, addition to existing building, a streetscape elevation of building adjacent to and across the street from the site, including the proposed building).
- Sections (include vertical dimensions in feet, building sections where significant changes occur in building volume, wall section for review of material relationships).
- Detail Drawings (include material and methods of each type of construction affecting the exterior appearance
 of the structure, samples, brochures and photographs of all exterior finishes, windows, fixtures, lighting and
 signage).
- Renderings (include perspective drawings, including views from pedestrian and public realm).
- Model (physical or digital model that includes the surrounding context and should include accurate scale, architectural detail to the extent that if describes the design intent, proposed textures and proposed signage).

For more detail on these submittal requirements, please refer to the **Greenville Downtown Design Guidelines**, adopted May 2017.

<u>Please verify that all required information is reflected on the plan(s).</u> <u>Please submit one (1) paper copy and one (1) electronic version of the plan(s).</u>

6. 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 & Development 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, the Planning & Development office will indicate in its report to the Design Review Board that granting the requested change would not likely result in the benefit the applicant seeks.

7. 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.

*Signatures	
Annlinant	
Applicant	
Date	
Property Owner/Authorized Agent	
D .	
Date	
Public Hearing Information	
r ublic Hearing Information	
Public Hearing Signs	