



BERKELEY COUNTY

PLANNING AND ZONING DEPARTMENT

P.O. Box 6122 • 1003 Highway 52 • Moncks Corner, SC 29461 •
843.719.4095

REHABILITATED HISTORIC PROPERTY APPLICATION PART A - PRELIMINARY REVIEW FORM

This application is used by Berkeley County to review rehabilitation work on designated historic properties, in accordance with Chapter 62, Article IV of the Berkeley County Code of Ordinances, South Carolina 1976 Code Section 4-9-195, and pertinent regulations. A separate application shall be submitted for each historic building, unless they were functionally-related during the historic period, in which case they can be submitted as a historic complex. Applications shall include the information and supporting documentation as listed below and payment of the required review fee in order to be considered complete. Completed Applications shall be submitted to the Planning and Zoning Department.

An Administrative Fee in the amount of 2% of the total project cost, but not less than \$500, is required for Preliminary and Final Certification; a minimum of 50% of the administrative fee, but not less than \$250, is required at the time of submittal of an application for Preliminary Certification. The remainder of the application fee is due at the time that the Applicant submits an application for Final Certification.

I. GENERAL INFORMATION

NAME OF PROPERTY:	
PHYSICAL ADDRESS:	
TMS NUMBER(S):	
PROPERTY OWNER(S) INFORMATION:	
NAME:	
PREFERRED PHONE #:	<input type="checkbox"/> HOME <input type="checkbox"/> CELL <input type="checkbox"/> WORK
MAILING ADDRESS:	
EMAIL ADDRESS:	
APPLICANT INFORMATION (IF DIFFERENT FROM OWNER(S)):	
NAME:	
PREFERRED PHONE #:	<input type="checkbox"/> HOME <input type="checkbox"/> CELL <input type="checkbox"/> WORK
MAILING ADDRESS:	
EMAIL ADDRESS:	
PREFERRED POINT OF CONTACT: <input type="checkbox"/> PROPERTY OWNER(S) <input type="checkbox"/> APPLICANT	



BERKELEY COUNTY

PLANNING AND ZONING DEPARTMENT

P.O. Box 6122 • 1003 Highway 52 • Moncks Corner, SC 29461 •
843.719.4095

REHABILITATED HISTORIC PROPERTY APPLICATION PART A - PRELIMINARY REVIEW FORM

APPLICANT/OWNER AUTHORIZATIONS

I, the Applicant/Owner(s), hereby acknowledge by my signature that this application (1) is complete and accurate; (2) I am the owner of the subject property or the authorized representative of the owner(s); (3) that the tract(s) or parcel(s) of land to which this request pertains is not restricted by any recorded covenant or easement that is contrary to, conflicts with, or prohibits the activity for which approval is sought, as provided in the South Carolina Code of Laws, Section 6-29- 114; (4) that I have read and understand the conditions and requirements of the Special Property Tax Assessment for Rehabilitated Historic Property found in Chapter 62, Article IV of the Berkeley County Code of Ordinances; (5) that all fees are nonrefundable; and (6) I authorize the subject property to be posted and/or inspected.

Owner(s) Printed Name(s)
(REQUIRED)

Owner(s) Signature(s)
(REQUIRED)

Date

**Applicant's Printed Name*

**Applicant's Signature*

Date

**If applicant is different from Owner(s)
For multiple property owners, please submit multiple copies of this page.*



BERKELEY COUNTY

PLANNING AND ZONING DEPARTMENT

P.O. Box 6122 • 1003 Highway 52 • Moncks Corner, SC 29461 •
843.719.4095

REHABILITATED HISTORIC PROPERTY APPLICATION PART A - PRELIMINARY REVIEW FORM

II. HISTORIC PROPERTY ELIGIBILITY

A. CRITERIA FOR HISTORIC DESIGNATION

In order for the structure(s) in question to be eligible for the Special Assessment, one or more of the following characteristics shall be demonstrated:

- (1) *The property is listed on the National Register of Historic Places, either individually or as a contributing property in a district.*
- (2) *The property is at least (50) or more years old and has been designated as a historic property by County Council, either individually or as a contributing property in a historic district designated by County Council, at any location within the geographical area of the County. County Council authorizes the Administrative Officer to designate a property or district as historic if it is at least fifty (50) years old and meets one or more of the following criteria either individually or as a collection of resources.*
 - a) *Determined to be eligible for listing in the National Registry of Historic Places, either individually or as a contributing property in a National Registry Historic District, by the South Carolina Department of Archives and History;*
 - b) *Is included in a historical and architectural inventory completed under the auspices of the South Carolina Department of Archives and History and on file in the State Historic Preservation Office, South Carolina Department of Archives and History and/or the Applicant has provided documentation deemed sufficient by the Administrative Officer to demonstrate that it is historically-significant, the structure(s) in question maintains the defining characteristics that distinguished it as historically significant, and the property maintains one or more of the following characteristics:*
 - i. *Association with an event significant in history; or*
 - ii. *Association with a person or persons who contributed significantly to the culture and development of the community, state, or nation; or*
 - iii. *Embodiment of distinctive characteristics of a type, style, period, or specimen in architecture or engineering either individually or as a collection of resources; or*
 - iv. *The work of a designer whose work has influenced significantly the development of the community, state; or nation; or*
 - v. *Elements of design, detail, materials, or craftsmanship which represents a significant innovation; or*
 - vi. *Association with a distinctive element of community planning; or*
 - vii. *Representation of an established and familiar visual feature of the neighborhood or community; or*



BERKELEY COUNTY

PLANNING AND ZONING DEPARTMENT

P.O. Box 6122 • 1003 Highway 52 • Moncks Corner, SC 29461 •
843.719.4095

REHABILITATED HISTORIC PROPERTY APPLICATION PART A - PRELIMINARY REVIEW FORM

- viii. *The ability to yield or has yielded information important in history or pre-history; or*
- ix. *Significant inherent character, interest, or value as a part of the development or heritage of the community, state, or nation; or*
- x. *Exemplification of the cultural, political, economic, social, ethnic, or historic heritage of the community, state, or nation.*

B. DESCRIPTION OF PROPERTY

Year Structure(s) Built	
Is the structure(s) in its original location?	<input type="checkbox"/> Yes <input type="checkbox"/> No If you answered "No" above, when was the structure(s) moved? <hr/> <hr/> <hr/> <p>(use additional sheets if necessary)</p>

Please describe any alterations and dates (siding, additions, replacement windows, roofs, etc., interior upfits, etc.)

(use additional sheets if necessary)

Original Use of Structure(s):	
Intended Use of Structure(s) (following rehabilitation):	
Current Condition of Structure(s):	<hr/> <hr/> <hr/>

C. PROPERTY SIGNIFICANCE

Please enclose a description of the historic significance of the structure(s) in question, citing date(s) that structure(s) were built and modified through the years as well as the eligibility criteria, found in Section II(A) above, deemed applicable and include any resources, assessments/surveys, or other materials that may help to document historic significance.



BERKELEY COUNTY

PLANNING AND ZONING DEPARTMENT

P.O. Box 6122 • 1003 Highway 52 • Moncks Corner, SC 29461 •
843.719.4095

REHABILITATED HISTORIC PROPERTY APPLICATION PART A - PRELIMINARY REVIEW FORM

D. PICTURES OF STRUCTURE(S)	
<p>Please enclose and label at least six (6) photographs of the exterior, (front, sides, and rear, including applicable outbuildings), the interior, and any ornate architectural features/details.</p>	
E. OFFICE USE ONLY	
<p>Determination of Historic Designation by Administrative Officer or Designee:</p>	<p style="text-align: center;"><input type="checkbox"/> Eligible, Per Criteria Cited Below:</p> <hr/> <hr/> <hr/> <hr/> <p style="text-align: center;"><input type="checkbox"/> Ineligible, Per the Following Findings:</p> <hr/> <hr/> <hr/>
<p>Administrative Officer's Signature: _____</p> <p>Date: _____</p>	<p>Administrative Officer's Printed Name: _____</p>
<p><i>Reconsideration of the Administrative Officer's Determination: Any person, who disputes the Administrative Officer's determination of historic designation, may submit an appeal within thirty (30) days upon receipt of written notice of the Administrative Officer's decision to the Berkeley County Planning Commission, whose determination of historic designation is final. When considering the Appeal, the Planning Commission shall conduct a de novo review of the Administrative Officer's findings and allow the appellant an opportunity to be heard orally or in writing upon request.</i></p>	



BERKELEY COUNTY

PLANNING AND ZONING DEPARTMENT

P.O. Box 6122 • 1003 Highway 52 • Moncks Corner, SC 29461 •
843.719.4095

REHABILITATED HISTORIC PROPERTY APPLICATION PART A - PRELIMINARY REVIEW FORM

III. PROPOSED REHABILITATION ACTIVITY	
A. CURRENT VALUATION	
Fair Market Value For The Structure(s):	<p style="text-align: center;">\$ _____</p> <p style="text-align: center;">Fair Market Value Is Based on the Following Documentation, which shall be enclosed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Property appraisal completed by a real estate appraiser licensed by the State of South Carolina <input type="checkbox"/> Sale price as delineated in a bona fide contract of sale within twelve months of the time the application is submitted <input type="checkbox"/> Most recent appraised value published by the Berkeley County Tax Assessor
B. PROJECT INFORMATION	
Project Start Date (Month/Year): _____, 20____	Estimated Completion Date (Month/Year) *Limited To 2 Years _____, 20____
Total Estimated Project Cost	<p style="text-align: center;">\$ _____</p> <p style="text-align: center;">(Attach Detailed Cost Information)</p>
Intended Use Following Rehabilitation	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Owner-Occupied Residence </div> <div style="width: 45%;"> <input type="checkbox"/> Income-Producing Residence or Business </div> </div> <p style="text-align: center;">If you selected, <i>Income-Producing</i>, please provide a brief description of intended use (please note that additional authorizations may be required):</p> <p>_____</p> <p>_____</p> <p>_____</p>
What Types of Improvements are Contemplated with this Project? (Select all that apply)	<ul style="list-style-type: none"> <input type="checkbox"/> Repairs to the exterior of the structure(s) <input type="checkbox"/> Alterations to the exterior <input type="checkbox"/> New construction on the property, including building additions or site work <input type="checkbox"/> Alterations to the interior <input type="checkbox"/> Any remaining work where the expenditures for such work are being used to satisfy the minimum expenditures for rehabilitation, including, but not limited to, alterations made to mechanical, plumbing, and electrical systems <input type="checkbox"/> Other: _____



BERKELEY COUNTY

PLANNING AND ZONING DEPARTMENT

P.O. Box 6122 • 1003 Highway 52 • Moncks Corner, SC 29461 •
843.719.4095

REHABILITATED HISTORIC PROPERTY APPLICATION PART A - PRELIMINARY REVIEW FORM

C. SC DEPARTMENT OF ARCHIVES AND HISTORY (SCDAH) COORDINATION	
<p>ENCLOSURES (PLEASE CHECK ALL THAT APPLY)</p> <p><input type="checkbox"/> SCDAH <i>Rehabilitated Historic Property Application (Part A -Preliminary Review Form)</i> Submitted to SCDAH-SHPO (*Required at the time of Application submittal)</p> <p><input type="checkbox"/> Recommendations/Findings by SCDAH for the <i>Submitted Rehabilitated Historic Property Application (Part A -Preliminary Review Form)</i> (*Required before Preliminary Certification can be issued)</p>	
D. BUILDING AND CODES DEPARTMENT COORDINATION	
<p>Are any Building/Trades Permits required to be issued for the proposed rehabilitation activity? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p style="text-align: center;">If you answered YES above, all applicable Building/Trades Permits are required to be applied for concurrent with the Preliminary Certification Application and issued before Preliminary Certification can be approved. Please list all Building/Trades Permits that correspond to the proposed rehabilitation activity:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
E. REQUIRED SUPPLEMENTAL INFORMATION	
<p style="text-align: center;">Required At Application Submittal</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Payment of at least 50% of the total Administrative Fee <input type="checkbox"/> Map showing the subject parcel(s) and structure(s) <input type="checkbox"/> Pictures of subject structure(s) (Per Sec. II(D)) <input type="checkbox"/> Description of Historic Significance for Structure(s) <input type="checkbox"/> Documentation of Fair Market Value (Acceptable to the Assessor) <input type="checkbox"/> Detailed Cost Information Certified by a Contractor or Other Qualified Individual <input type="checkbox"/> SCDAH Rehabilitated Historic Property Application <input type="checkbox"/> Permit Information For Any Required Accompanying Building or Trades Permits
<p style="text-align: center;">Required Before Preliminary Certification Can Be Issued</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Recommendation of Approval by the SCDAH for the <i>Submitted Rehabilitated Historic Property Application</i> <input type="checkbox"/> Documentation that any required Building/Trades Permits or other use or development authorizations have been issued



BERKELEY COUNTY

PLANNING AND ZONING DEPARTMENT

P.O. Box 6122 • 1003 Highway 52 • Moncks Corner, SC 29461 •
843.719.4095

REHABILITATED HISTORIC PROPERTY APPLICATION PART A - PRELIMINARY REVIEW FORM

F. OFFICE USE ONLY

- The information contemplated in this Application satisfies the eligibility requirements and conditions for Preliminary Certification per Chapter 62, Article IV, as well as the requirements found in the Berkeley County Zoning and Development Standards Ordinance, and any other relevant sections of the Berkeley County Code of Ordinances.

Upon issuance of Preliminary Certification, the Applicant is eligible for the Special Assessment under the **2-Year Preliminary Certification Period** (provided any applicable Building/Trades Permits remain active).

Based on the amount of investment contemplated in this Application, the Owner(s), upon issuance of Final Certification, is eligible for a Special Assessment for _____ years.

- The information contemplated in this Application is either incomplete or fails to meet the eligibility requirements and/or conditions for Preliminary Certification per Chapter 62, Article IV, the requirements found in the Berkeley County Zoning and Development Standards Ordinance, or any other relevant sections of the Berkeley County Code of Ordinances. The Administrative Officer's findings follow:

Administrative Officer's Signature:

Administrative Officer's Printed Name:

Date:

CC (APPROVAL ONLY)

- Wilson Baggett, Berkeley County Assessor (or Designee)**
- Hank Jackson, CBO (or Designee)**
- Yolanda Ellis, Permitting Division Chief**
- Michael Gaskins, IT Senior Programmer/DBA**