



# Official Horry County Application for Preliminary Certification of Rehabilitated Historic Property Special Property Tax Assessment

TMS No. \_\_\_\_\_ Permit Request No. \_\_\_\_\_  
Historic Property Name \_\_\_\_\_ Date Received \_\_\_\_\_  
Action Taken \_\_\_\_\_ Date Processed \_\_\_\_\_

## PROCEDURE FOR APPLYING

### Application Requirements:

All applications must be complete and include all required support materials listed within to be considered for review. All materials should be in an 8 1/2"x11" format in addition to any large scale format needed for detail. Incomplete applications **WILL NOT** be reviewed by BAR or put on the Agenda for that month.

### Application Deadline:

Applications are to be submitted to Horry County Planning Department a minimum of thirty (30) days prior to the regularly scheduled meeting of the BAR to be considered on the next month's Agenda. The BAR meets on the 3<sup>rd</sup> Tuesday of each month at 2:30 PM in a County Multi-purpose Room to be determined.

### Application Presentation:

The Applicant or an Authorized Representative for the Applicant shall be present at the Public Meeting to support the Application. If neither is in attendance to answer questions which may arise, the Application may be denied.

### Required Submittals:

Applicants are required to submit 11 copies of the signed Application and all required material to be reviewed.

### Fee Requirements:

There is a fee of \$250.00 required for Final Certification for each application. No fee is due at the time of Preliminary Certification, however, Final Certification will not be granted until said fee has been paid.

### Signing Party:

Horry County requires that the owner of record must sign this Application form. In the event the property owner designates an agent to appear before the Board, a letter of agency **must** be supplied with the application.

## AUTHORIZATIONS

**I HEREBY CERTIFY** that I am the owner(s) of the property, that I have fully read and understood the above information and understand further, that if my application is not complete, it may not be accepted or considered for review.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date



## DESIGN GUIDELINES

The BAR uses the Secretary of the Interior's Standards and any approved Local Design Guidelines to make all informed decisions. These standards are detailed in Section 1710 of the Horry County Code of Ordinances.

## TIME LIMITS

Upon successful Preliminary Certification, the property will be assessed for two years on the fair market value of the property at the time the Preliminary Certification was made. If the project is not complete after two years, but the minimum expenditures for rehabilitation have been incurred, the property continues to receive the special assessment until the project is completed, but not for more than five (5) years if the project is not complete by that time.

## IMPORTANT NOTES

### Minimum Expenditures for Rehabilitation:

The actual costs of rehabilitation must exceed twenty-five percent (25%) of the fair market value of the building.

### Modifications or Amendments:

Once Preliminary Certification is granted to an application, substantive changes must be approved by the BAR. Unapproved substantive changes are conducted at the risk of the property owner and may disqualify the project from eligibility. Additional expenditures will not qualify the project for an extension of the Special Assessment.

### Final Certification:

Upon completion of the project, the project must receive Final Certification in order to be eligible for the Special Assessment. The BAR will inspect completed projects to determine if the work is consistent with the approval granted by the BAR pursuant to the Secretary of the Interior's Standards for Rehabilitation and this Application. If the completed project does not comply with all requirements for Final Certification, Final Certification will not be granted and any monies not collected by the County due to the Special Assessment **must be returned** to the County.

### Effective Date:

If an application for Preliminary Certification is filed by May 1 or is approved by August 1, the special assessment is effective for that year. Otherwise, it is effective beginning with the following year. **In no instance may the Special Assessment be applied retroactively.**

### Pending Approvals:

Are there any approvals pending by any other regulatory or administrative authority which may have a bearing on the modifications or improvements which are subject of this application? If so, specify:

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## REQUIRED SUPPORT MATERIALS

The following materials are required to have a complete application. Incomplete applications will not be reviewed or accepted, additional information may be requested prior a decision being rendered.

- Copy of completed and filed Application for Certificate of Appropriateness
- Certification of Fair Market Value
  - Certified by Real Estate Appraiser licensed in SC
  - Sales price as delineated in a bona fide contract of sale within six months of application
  - Most recent assessed value from Horry County Tax Assessor
- Certification of Local Historic Designation from Horry County
- Provide Drawings, Surveys, Photographs, samples, etc. to a scale large enough to clearly represent existing and proposed changes to include where applicable:
  - Architectural elevations (all sides)
  - Site plan (building, fencing, paving)
  - Landscaping plan (saved and proposed vegetation)
  - Inventory of existing tree locations, species, and size and proposal for any tree removal
  - Photographs of proposed site and adjacent sites
  - Architectural floor plans
  - Proposed finishes (samples)
  - Signs
    - architectural elevations (for signs located on the building )
    - site plan (for signs that are free standing)
    - scaled drawing elevation and details of sign and color
    - description of the construction materials