

Checklist

for Preliminary Certification to a Rehabilitated Historic Property Special Tax Assessment



Horry County Historic
Preservation Commission

Note: this sheet must be completed and turned in with the application for Preliminary Certification.

If this sheet is missing, the application will be considered incomplete.

All materials should be to a scale large enough to clearly represent existing and proposed changes

Application Check List - Check ONLY the boxes that apply and fill in the blanks

- Application pages 1 through 6 (Includes Acknowledgement of Understanding)
- Number of additional pages for Historic Overview _____
- Number of additional pages for Other significant architectural or structural features _____
- Number of Detailed Summary of Rehabilitation Work (Sheet A) _____
- Number of Detailed Summary of Rehabilitation Work (Sheet B) _____
- Number of SHPO S2, Number 6, Detailed Description of Proposed Work _____
- Number of National Park Service (NPS) Part 2, Number 5, Detailed Description of Rehabilitation Preservation Work _____

Required Support Materials - Each item in this category is required.

- Certification of Fair Market Building Value (Check the appropriate box below)
 - Certified by Real Estate Appraiser
 - Sales price as delineated in a bona fide contract of sale within six (6) months of application
 - Most recent assessed value from Horry County Tax Assessor
- Photographs in **color**, no more than two (2) per 8.5" x 11" sheet. A minimum of one (1) photograph keyed to each block on Work Sheets A & B, or SHPO/NPS detailed description sheets. However, to fully explain the rehabilitation work more than one (1) photo may be required per block. (Photos should clearly show not only the areas to be rehabilitated, but also overall views of the building and adjacent sites)
- A site plan showing the location of each picture keyed to the plan
- Location map showing where building is located
- Layout delineating public spaces from private spaces (commercial properties only)

Additional Supporting Materials - Check ONLY the boxes for which you are submitting materials

Additional information may be requested prior to a decision being rendered by the Board.

- Letter of Agency
- Historic photographs (copies)
- Architectural elevations (all sides)
- Architectural floor plans
- Site plan (building, out buildings, fencing, paving, landscape features)
- Landscape plan (including saved and proposed vegetation)
- Inventory of existing tree locations, species, size, and proposal for any tree removal
- Samples of proposed finishes
- Drawing and/or sample of street address, including the location on the building, size of lettering, and font style.
- Signage (Check appropriate boxes below)
 - Architectural elevations for signs located on the building
 - Site plan for signs that are free standing
 - Scaled drawing elevation and details of sign, including information on material and color
 (If signage is not known at this time, an additional application for a Certificate of Appropriateness will be needed prior to sign placement.)
- SHPO and/or NPS Decision
- Municipal Application and/or Decision
- Other _____