

**City of Beaufort Department of Planning and Community Development**  
**Post Office Drawer 1167**  
**701 Craven Street**  
**Beaufort, South Carolina 29901**  
**Phone (843) 525-7011 Fax (843) 525-7034**  
**E-Mail: [planning@cityofbeaufort.org](mailto:planning@cityofbeaufort.org)**

See back of application for fees
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**CITY OF BEAUFORT HISTORIC DISTRICT REVIEW BOARD PROJECT APPLICATION** (Revised – 11/02/07)

<b>Application #:</b> _____	<b>Date Received:</b> _____	<b>Zoning District:</b> _____
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Property Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Beaufort County 1997 Historic Sites Survey listing: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect's Address: \_\_\_\_\_

- REQUEST FOR:**
- |  |   |
|--|---|
| <input type="checkbox"/> Conceptual Review | <input type="checkbox"/> Preliminary Review         |
| <input type="checkbox"/> Final Approval    | <input type="checkbox"/> Change After Certification |

**NATURE OF WORK:** (Check All That Apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Color changes    | <input type="checkbox"/> Alterations, Additions               |
| <input type="checkbox"/> Signage, Awnings | <input type="checkbox"/> New Construction                     |
| <input type="checkbox"/> Legal Plat       | <input type="checkbox"/> Minor/Major Demolition or Relocation |
| <input type="checkbox"/> Other: _____     |   |

**DRAWINGS/MATERIALS ACCOMPANYING APPLICATION:** (Refer to Appropriate Checklists for Requirements)

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Photographs    | <input type="checkbox"/> Floor/Roof Plans | <input type="checkbox"/> Color Sample    | <input type="checkbox"/> Elevation Drawings |
| <input type="checkbox"/> Site Plan/Plat | <input type="checkbox"/> Detail Drawing   | <input type="checkbox"/> Material Sample | <input type="checkbox"/> Model              |

**EXPLANATION AND DESCRIPTION OF WORK:**

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Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? \_\_\_ Yes \_\_\_ No

An Application is incomplete until all required information is submitted. Incomplete applications will not be placed on a board agenda. Applications are reviewed based upon the *Beaufort Preservation Manual and Supplement*, or the *Northwest Quadrant Design Principles* (refer to [www.beaufortcity.net](http://www.beaufortcity.net)) which the applicants are strongly encouraged to purchase. Office copies are available for reference. In order that meetings not be excessively long, the board maintains a strict policy that no more than ten applications are reviewed in any one meeting. If you are under a tight time frame, please be sure to submit your application early. The application and 8 copies of all exhibits must be filed by 5:00 p.m. on the deadline date. If the applicant or a representative is not present at the meeting, the application will not be reviewed.

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_