



# Certificate of Design Approval

## Historic Districts & Landmarks– Application and Checklist

### Checklist for Applications

A complete application for a Certificate of Design Approval – Historic Districts and Landmarks shall include the following information. Please initial to signify that the requested information has been provided or put N/A if not applicable.

This completed form and all required materials should be submitted to the Development Center at [DevelopmentCenter@columbiasc.gov](mailto:DevelopmentCenter@columbiasc.gov) or call (803) 545-3483 by the [application deadline](#) for the D/DRC.

Applicant Initials	Staff Initials	
<input type="text"/>	<input type="text"/>	<b>Materials required</b> (see submission materials checklist on page 4), completed by the applicant.
<input type="text"/>	<input type="text"/>	This completed and signed <b>Application Form</b>
<input type="text"/>	<input type="text"/>	<b>Letter(s) of Agency</b> for all applications where the applicant is not the owner of the subject property and a <b>Record of Property Owners</b> if there are multiple owners. (Also <a href="#">Online</a> )

Note: There is no fee for Certificate of Design Approval

### 1. Applicant Information

Name	
Company (if applicable)	
Address (street, city, state, zip)	
Phone	Email

### 2. Property Information

Address		
Tax Map Reference Number(s)		
Current Use	Number of Lots	Total Acreage



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### 3. Applicable Standards

Is the property located within the Historic Preservation Overlay district (OV-HP)?	Yes	No
Is the property a Type 1 Landmark (see UDO Appendix A: Type 1 Landmarks)?	Yes	No
Is the property a Type 2 Landmark (see UDO Appendix B: Type 2 Landmarks)?	Yes	No
Is the property a Type 3 Landmark (see UDO Appendix C: Type 3 Landmarks)?	Yes	No

Please mark if the property is located within any of the following Historic Sub-Districts (OV-HP). The Historic Subdistricts are described in UDO Appendix D and on the official Zoning Map.

See <https://planninganddevelopment.columbiasc.gov/historic-districts/> for more information.

- |   |   |
|---|---|
| Cottontown/Bellevue Architectural Conservation District | Seminary Ridge Protection Area                      |
| Earlewood Protection Area (Area A or B)                 | Old Shandon/Lower Waverly Protection Area           |
| Elmwood Park Architectural Conservation District        | University Hill Architectural Conservation District |
| Governor’s Mansion Protection Area                      | Wales Garden Architectural Conservation District    |
| Granby Architectural Conservation District              | Waverly Protection Area                             |
| Landmark District                                       | West Gervais Historic Commercial District           |
| Melrose Heights/Oak Lawn Arch. Conservation District    | West Gervais Protection Area                        |
| Oakwood Court Architectural Conservation District       | Whaley Protection Area                              |

### 4. Property Status

Pursuant to S.C. Code § 6-29-1145, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this permit? Yes No

### 5. Property Ownership

Does the applicant own the property? Yes No

If the applicant does not own the property, complete the **Record of Property Owners** form and a **Letter of Agency** for each property owner that authorizes the applicant to submit this application on the property owner’s behalf.



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### 6. Determination of Certificate Type

To undertake the required development within a historic district, either a Minor Certificate of Design Approval – Design District or a Major Certificate is required. Section 17-2.5(h)(3) of the UDO distinguishes between the development activities that require a Minor Certificate and a Major Certificate. The designated preservation staff will make the final determination as to whether a Major Certificate or Minor Certificate is required.

Please check the box if the project includes any of the following activities for either a landmark building or a building within an OV-HP (historic) district:

General repairs, including those that do not require a permit

Any alterations to the exterior of a building not limited to but including painting or changes to materials

New construction in a historic district

Additions or enclosures to existing buildings

Demolition or relocation of a structure

Site improvements (paving, steps, fencing, masonry walls), parking areas or driveways

Construction of a shed or outbuilding

Fences and walls including knee walls and retaining walls

New or revised signage

Other

**Check here** if the proposed project will total 100,000sf or more, OR include 26 or more residential units.

This will mean the project will require Major Site Plan Approval.

### 7. Project Description

Provide a brief description of the project. Approval of a certificate is contingent upon the application's compliance with the decision standards in Sec. 17-2.5(g)(6) of the UDO. In addition to general standards that apply to all projects, specific standards may apply for projects in certain Historic Sub-Districts and for a landmarked property, for new building construction, for building demolition, for building relocation, and for construction or alteration of driveways and other vehicular parking areas. To demonstrate compliance with applicable standards, review the standards in the UDO and any applicable standards or design guidelines adopted by the City Council which can be found at <https://planninganddevelopment.columbiasc.gov/historic-districts/>. Use additional paper as necessary.



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### 8. Submission Materials

Please check all that apply and confirm that all required materials are included in your submission packet. Digital files are preferred. **Staff may require additional materials, such as color renderings, or large-scale paper copies on a case-by-case basis.**

#### RENOVATION & ADDITIONS:

1. Elevation drawings to scale indicating proposed alterations. Architectural renderings may be required for major alterations. Include window and door design(s) if altered.
2. Exterior material descriptions for existing and proposed structures. (Staff may request you to present samples at the meeting).
3. Site plan showing dimensions of lot and location of existing building(s) or structure(s) on lot, location of additions, dimensions of existing structure, additions, and site improvements.
4. Photographs of existing conditions from all elevations.

#### NEW CONSTRUCTION:

1. Elevation drawings, showing ALL sides and dimensions to scale. All elevations must accurately depict foundation in regards to final topography of site. Color renderings may be required.
2. Photograph(s) of proposed site and adjoining properties.
3. Site plan including building footprint and setbacks, location and number of off-street parking spaces (in some instances), lot dimensions, scale and North arrow.
4. Material & details list including door and window styles, sizes, profiles, texture samples, and colors. (Staff may request you to present samples at the meeting.)
5. Streetscape drawings showing proposed infill and one to two block area of surrounding context may be required in some special cases.
6. Location of service equipment: HVAC, meters, dumpsters etc.
7. Landscaping Plan (if applicable)
8. Sign plan (if applicable, see below)

#### MATERIAL CHANGES: (doors, windows, siding, etc.):

1. Written description of proposed work and a written description of the area/part of the structure that is involved.
2. Photographs of area involved. Color is preferred. Digital images can be submitted.
3. Sample or photo of materials involved.

#### SITE IMPROVEMENT(S): (fences, walls, driveways or parking areas, accessory buildings, etc.)

1. Site plan showing the location of the fence, wall, driveway or accessory building, along with the lot lines and setback lines.
2. Description of materials and design. Elevation drawings are strongly encouraged.
3. Photographs of areas affected.

#### SIGNAGE:

1. Site plan illustrating location of proposed & existing signs with legal property lines.
2. Illustration of design showing graphics, dimensions, illumination style, and materials.
3. For wall signs, an elevation of the building showing proposed signs to scale.

### 9. Signature

Signature of Applicant	
Print Name	Date



# Letter of Agency

## Application Supplement

**TO: Planning and Development Services, City of Columbia**

I, the undersigned property owner, do hereby attest that I am the person that holds, or I am authorized on behalf of the party that holds, fee simple interest in the following parcel(s):

Common Street Address
Tax Map Reference Numbers

Further, I hereby authorize the persons and/or entities listed as AUTHORIZED AGENT(S) below to act on my behalf for the purpose of submitting documents, amending documents, meeting with staff, attending public meetings and hearings, and as otherwise may be necessary and proper to fulfill the required steps to request the following:

1. Variance, Special Exception, and/or Administrative Appeal (Board of Zoning Appeals)
2. Zoning Map Amendment (Planning Commission and City Council, if applicable)
3. Site Plan Review (Planning Commission or D/DRC)
4. Design Review (D/DRC)
5. Minor Subdivision (Staff)
6. Major Subdivision (Planning Commission)
7. Encroachment (Staff and City Council, if applicable)
8. Street Naming/Renaming (Planning Commission)

***\*\*Please strike-through and initial any of the above-listed steps that do not fall under the scope of this Letter of Agency***

[signatures on following page]



# Letter of Agency

## Application Supplement

### Property Owner

Signature		Date
Print Name of Property Owner		
Address (street, city, name, zip)		
Email of Property Owner		Phone
Signature of Witness		Date
Print Name of Witness		

### Authorized Agent

Signature		Date
Print Name		
Address (street, city, name, zip)		
Email of Authorized Agent		Phone



# Record of Property Owners

## Application Supplement

This form is used to identify all property subject to a submitted application where the applicant is not the owner of the property. For each property owner identified on this form, the applicant must submit a Letter of Agency authorizing the applicant to act on the property owner's behalf.

### 1. Project Information

Project Name
Brief Project Description

### 2. Property Owners

Please initial to verify that a Letter of Agency is included for each identified property owner. Attach additional sheets as necessary.

Property Owner Name	Tax Map Reference Numbers	Applicant Initials	Staff Initials

### 3. Applicant Information

Name	Signature	Date
Company (if applicable)		
Phone	Email	