

Checklist for Applications

A complete application for the HPDRC – Demolition of a Historically Designated Resource 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 by the [application deadline](#) for the HPDRC.

Applicant Initials	Staff Initials
<input type="text"/>	<input type="text"/>

This completed and signed **Application Form**

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Materials required (see submission materials checklist on page 4), completed by the applicant.

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Letter(s) of Agency for all applications where the applicant is not the owner of the subject property and a **Record of Property Owners** if there are multiple owners. ([Online](#))

Note: There is no fee associated with the DRC process

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

3. Historic Designation

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 |

Construction Date: _____

Give a BRIEF overview of the history of the building:

Describe major alterations or additions (give dates):

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.

6. Standards for Demolition

The HPDRC uses the following criteria when reviewing an application for demolition. Please initial to indicate that you have read the Standards for Demolition below.

UDO Section 17-2.5(g)(6)c. The demolition of a historic building should be an action of last resort. When a structure is demolished, the community loses a part of its history, which cannot be replaced. Accordingly, such requests are reviewed very deliberately and require detailed information.

(i) A decision on a Certificate of Design Approval – Historic Districts and Landmarks application for the demolition of a building, structure or object shall be based on the following standards:

- (a) The historic or architectural significance of a building, structure or object;
- (b) The importance of the building, structure or object to the ambience of a district;
- (c) Whether the building, structure or object is one of the last remaining examples of its kind in the neighborhood, the City or the region;
- (d) The existing structural condition, history of maintenance and use of the property. The deteriorated condition of a historic building attributable to the owner’s failure to provide proper maintenance over an extended period of time will not be considered a mitigating circumstance in evaluations for demolition.
- (e) A determination of whether the subject property is capable of maintaining a reasonable use and earning a reasonable economic return on its current value without the demolition;
- (f) Whether there are definite plans for reuse of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be;
- (g) Whether the building or structure is able to be relocated, and whether a site for relocation is available; and
- (h) Whether the building or structure is under orders from the City to be demolished due to severe structural deficiencies (this criterion shall have added significance in comparison to the criteria mentioned in subsections (1) through (7) of this subsection).

Applicant Initials

7. Submission Materials

Applications for the demolition of a building, structure or object are required to include the following. Please confirm that all required materials are included in your submission packet. An application is not considered complete until all of the following information is provided. Digital files are preferred. **The HPDRC or its staff may require the applicant to provide additional information dealing with the standards or the required application materials in this subsection.**

- (a) Detailed written estimates of the cost of renovation from professionals with experience working with historic buildings;
- (b) A detailed written report from an engineer, architect, and/or contractor experienced with historic buildings as to the structure(s) on the property and its suitability for rehabilitation;
- (c) The estimated market value of the property in its current condition; after demolition, after renovation of the existing property for continued use, and with proposed redevelopment;
- (d) An estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure(s) on the property;
- (e) In a request for a demolition of a landmark, a detailed feasibility study of the property may be required that may include, but is not limited to, a market analysis, estimates for renovation by historic preservation specialists, a study for potential reuse alternatives, etc.
- (f) Specific written substantiation of any current negotiations to sell, rent, or lease property, including all efforts to market and/or sell the property, how long it was listed, the price at which it was listed, and comparables in the market.
- (g) All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing or ownership of the property.

8. Signature

Signature of Applicant	
Print Name	Date