

## Application for Certificate of Appropriateness (COA)

Town of Pawleys Island Historic Preservation Board (HPB)

\*Applicant \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

\*Note: If applicant is not the owner, as listed on the Property Deed, a letter from the owner authorizing the proposed work must be included along with the owner's phone number and address.

**Property Address:** \_\_\_\_\_

Type of Work (check all that apply)

- Minor Exterior Repair (COA not required)
- Interior Repair or Improvement (COA not required if there is not exterior visual impact)
- Exterior Repair or Maintenance with No Change to Visual Façade
- Exterior Repair or Replacement Altering Visual Façade
- Addition to Structure or Building
- Significant (50%+) Rebuilding, Restoration, Rehabilitation or Remodeling
- Demolition
- Relocation of Building(s)
- Other \_\_\_\_\_

Description of repair, maintenance, improvement, replacement, remodel or demolition:

\_\_\_\_\_  
\_\_\_\_\_

*(attach drawings and/or detailed description)*

Estimated Start Date \_\_\_\_\_ Anticipated Completion \_\_\_\_\_

Architect/ Contractor/ Consultant: \_\_\_\_\_

### For Staff Use Only

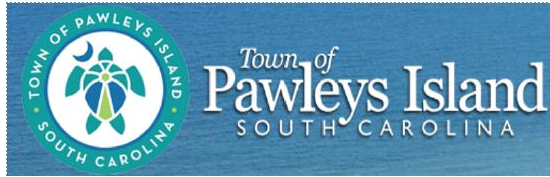
Application # HPB- \_\_\_\_\_

Date Received \_\_\_\_\_

Decision: **Staff or HPB?** \_\_\_\_\_

If HPB, Meeting Date: \_\_\_\_\_

Notes:



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### CERTIFICATION AND AUTHORIZATION

I hereby certify that I understand this application will not be accepted until all requested information has been supplied. I also understand that this application will require a site visit and may require additional research by staff. I understand that this application will require a public meeting by the Town of Pawleys Island Historic Preservation Board if proposed changes alter the exterior appearance of the property. Either I or my authorized representative will be in attendance at the meeting.

The applicant and owner agree to allow site access to the staff of the Town of Pawleys Island, until completion of this project, for COA application review as well as for inspection purposes if the COA is approved.

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

Date \_\_\_\_\_ Date \_\_\_\_\_

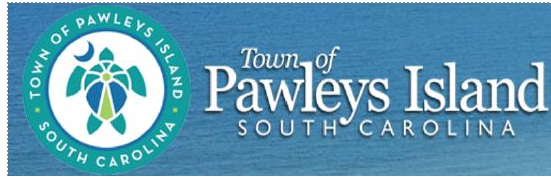
### For Staff Use Only

- Approved
- Approved with Conditions \_\_\_\_\_
- Denied

COA Expiration Date \_\_\_\_\_

**\*\*\*Building/Demo Permits may not be issued with the signature below\*\*\***

HPB Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_



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### **ATTACHMENTS**

**Please include:**

- Drawings**
- Material summary**
- Photographs**
- Summary of compliance to HPB Architectural Guidelines**
- Any other information that aids Town Staff**

**Thank you!**