



OLYMPIA NEIGHBORHOOD OVERLAY DESIGN APPROVAL CERTIFICATE APPLICATION

SUBMISSION CHECKLIST

PLEASE READ BEFORE COMPLETING APPLICATION.

The following items must be submitted according to the activity/activities. Staff may require additional materials on a case-by-case basis.

- Color Photographs Required with Application - Front & Sides** (Photograph structures, deteriorated areas, vacant lot, and areas of proposed activity. For new construction, provide color photographs of adjacent structures on both sides and of the structures across the street, if applicable)
- Exterior Repairs – description of proposed work and area that is involved, photographs of area involved, sample or photo of proposed materials.
- Exterior Alterations – color rendering/sketches (must include dimensions)
 - Roofing – sample material or color rendering/picture(s) of similar roofing style & materials.
 - Canopy, Doors, Railings, Shutters, Window Replacement/Installation - rendering (include dimensions).
- Fence/Exterior Wall - plot/site plan (if new/change of location); rendering of intended fence/wall or picture of similar style & materials. Show proposed fence line where fence will be installed.
- Site Improvements (i.e. landscaping, driveways): site plan showing location of improvements/alterations and setback lines, description of materials/species and design, photographs of affected areas.
- New Construction – plot/site plan showing building footprint and setbacks (as well as off-street parking for multi-family), elevation drawings with dimensions (New construction site plans must be stamped by a registered land surveyor, landscape architect, or engineer), photographs of proposed site and adjacent properties, material and detail list showing door and window styles, landscaping plan.
- Additions/Accessory Structures - plot/site plan of existing and proposed structures (must include setbacks), existing and proposed elevation drawing(s) with dimensions, exterior materials and detail list showing door and window styles.
- Demolition – required Olympia Demolition form with additional submittal materials.

NOTE: The Zoning Administrator’s decisions may be appealed to the Board of Zoning Appeal (BZA) within 30 days of the decision. The appeal of the Board of Zoning Appeal’s decision is made to the Circuit Court (Richland County Clerk of Court) within 30 days of receipt of certified mailed Order to applicant.

Historic properties are eligible for Federal and/or State Tax Credits provides rehabilitations and additions are consisted with the Secretary of Interior's Preservation Standards. For information contact SC Archives & History Department if interested in tax credits. Contact the following staff for questions: Historic income-producing properties Christopher Tenny at ctenny@scdah.sc.gov | 803-896-5638; or Amanda Lee at alee2@scdah.sc.gov | 803-896-6174.

For question or information, please contact Community Planning & Development Department at 803.576.2190.

Date Received: _____

Fee: _____

Please print clearly or type responses. READ SUBMISSION CHECKLIST for proposed activity/activities. Complete and submit the application and attachments. Photographs are required. If the applicant is not the property owner(s), the owner(s) must complete and sign the ***Property Owner Authorization form***.

Applicant Name: _____

Applicant's Address: _____

Location's Tax Map #: _____

Property/Location's Address: _____

Phone: _____ Email: _____

Relationship to Property Owner: Same Lessee/Business Owner Contractor Other: _____

Project Activity

Zoning District: _____

Current property use: Residential Commercial Industrial Vacant Lot Other: _____

Rehabilitation Repair New Construction Demolition: (Complete Partial)

Check the applicable activity(ies):

Fence/Wall (height _____; materials: _____) Landscaping Lighting

Exterior Alterations: (Window Replacements - Number of Windows: _____ Roofing Canopy

Doors - Number of Doors: _____ Railings Shutters) Siding/Boards: Material(s) _____

Masonry Work

New Construction: (Residential (sq ft _____) Commercial/Industrial (sq ft _____)

Addition: (sq ft _____) Accessory Structure (sq ft _____)

Other: _____



Describe in detail the proposed activity, including square footage, existing and proposed exterior materials (i.e. hardie plank, wood, etc.), sash, landscaping specimen, and etc.

Has a building permit been submitted? Yes No

If yes, attach permit application. If no, please complete and submit permit application to the Building Inspections Department.

I have signed the Restrictive Covenants Statement attesting that the property is not restricted by a recorded covenant that is contrary to, conflicts with, nor prohibits the activity proposed in this application.

I attest to the best of knowledge the information and attachment(s) provided are accurate. Falsifying information shall result in the revocation of permit and/or stop work notice. I authorize the subject property to be posted with a notice of the public hearing only for the appeal of staff decision. I acknowledge all work requires a Richland County business license, including subcontractors. I am aware that income-producing and homeowner occupied historic properties may be eligible for Federal and/or State Tax Credits for work consistent with the Secretary of Interior's Preservation Standards.

Applicant Signature

Date

OFFICE USE

Approve Deny Approve with Modifications

Comments: _____

Reviewed by Zoning Administrator or Designee

Signature

Date

