



**TOWN OF YEMASSEE
CERTIFICATE OF APPROPRIATENESS
HISTORICAL PRESERVATION OVERLAY APPLICATION**

Town of Yemassee
Attn: Administration Department
101 Town Cir
Yemassee, SC 29945-3363
<https://www.townofyemassee.org>

Applicant		Property Owner	
Name:		Name:	
Phone:		Phone:	
Mailing Address:		Mailing Address:	
E-mail:		E-mail:	
Town Business License # (if applicable):			
Project Information			
Project Name:		Acreage:	
Project Address:			
Zoning District:			
Tax Map Number(s):			
Project Description:			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Mandatory Pre-Application meeting scheduled. <input type="checkbox"/> 2. Digital files drawn to scale of the Site Plan(s). <input type="checkbox"/> 3. Digital files drawn to scale of the Architectural Plan(s). <input type="checkbox"/> 4. Recorded deed and plat showing proof of property ownership. <input type="checkbox"/> 5. Project Narrative describing reason for application and compliance with the criteria in the DSO. <input type="checkbox"/> 6. Material samples and color swatches for all proposed materials. <input type="checkbox"/> 7. An Application Review Fee as determined by the Town of Yemassee Schedule of Rates & Fees. Checks made payable to the Town of Yemassee.			
Note: A Pre-Application Meeting is required prior to Application submittal.			
Disclaimer: The Town of Yemassee assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this application.			
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature:		Date:	
Applicant Signature:		Date:	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF YEMASSEE
CERTIFICATE OF APPROPRIATENESS-
HISTORICAL PRESERVATION OVERLAY (HPOD)
APPLICATION PROCESS NARRATIVE

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures, and Zoning Ordinance requirements for obtaining application approval in the Town of Yemassee. While intended to explain the process, it is not intended to repeal, eliminate, or otherwise limit any requirements, regulations, or provisions of the Town of Yemassee's Zoning Ordinance. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of a Certificate of Appropriateness - HPOD Application, the Applicant is required to consult with the Zoning Administrator or their designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the DSO.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Certificate of Appropriateness - HCO Application and required submittal materials during a mandatory Application Check-In Meeting where the Zoning Administrator or designee will review the submission for completeness.	
Step 3. Review by Zoning Administrator	Staff
If the Zoning Administrator or designee determines that the Certificate of Appropriateness - HCO Application is complete, it shall be presented to the Planning Commission.	
Step 4. Planning Commission Meeting	Applicant, Staff & Planning Commission
The PC shall review the Certificate of Appropriateness - HCO Application for compliance with the criteria and provisions in the DSO. The PC may approve, approve with conditions, or deny the application.	
Step 5. Issue Certificate of Appropriateness	Staff
If the PC approves the Certificate of Appropriateness - HCO Application, the Zoning Administrator or designee shall issue the Certificate of Appropriateness - HCO.	