

BUILDING AND ZONING DEPARTMENT
Historic Preservation Commission
DESIGN REVIEW APPLICATION FORM
CITY OF LAURENS
126 East Public Square – Laurens, SC 29360 – (864) 984-3933

Please TYPE or PRINT legibly

NOTE: A SEPARATE APPLICATION FORM IS REQUIRED FOR EACH INDIVIDUAL PROPOSAL.

NAME OF PROJECT _____

STREET ADDRESS _____

BUSINESS NAME _____ LICENSE # _____

ARCHITECTURAL REVIEW BOARD: CITY OF LAURENS HISTORIC PRESERVATION COMMISSION

OVERLAY DISTRICT: COURTHOUSE SQUARE HISTORIC DISTRICT

TAX DISTRICT MAIN STREET MAP _____ PARCEL(S) _____

TOTAL SQUARE FEET OF GROSS FLOOR AREA OF BUSINESS _____

TYPE OF DESIGN PROPOSAL (PLEASE CHECK ONLY ONE BOX FOR EACH ROW):

FAÇADE (paint, repair, etc.)

ALTERATION

NEW DEVELOPMENT

DEMOLITION

APPLICATION REQUIREMENTS FOR **ALL** DESIGN PROPOSALS:

FULLY COMPLETED AND SIGNED APPLICATION FORM.

ACCURATE COLORED RENDERING OF PROPOSED MODIFICATIONS, ALL DIMENSIONS DRAWN TO SCALE WITH EXTERIOR ELEVATIONS (8.5 X 11 FORMAT).

A SITE PLAN (1"=30' MIN. PREFERABLY) SHOWING LOCATION OF PROPERTY IN RELATION TO NEIGHBORING PROPERTIES, PARKING, AND PROPERTY LINES. LANDSCAPING MUST BE SHOWN OR AN INDICATION THAT NONE WILL BE PROVIDED.

SPECIFICATIONS OR OTHER INFORMATION DESCRIBING PROPOSED MATERIALS, TEXTURES AND COLORS, INCLUDING MATERIAL SAMPLES AND/OR COLOR SAMPLES.

PLAN OR SITE LAYOUT SHOWING ALL STRUCTURES, WALLS, WALKS, TERRACES, PLANTINGS, ACCESSORY STRUCTURES, SIGNS, LIGHTS, AND OTHER ELEMENTS.

PHOTOGRAPHS OF THE SITE LOCATION, SHOWING ALL CONTIGUOUS PROPERTIES AND STREETSCAPES.

TO THE BEST OF MY KNOWLEDGE, THE INFORMATION ON THIS APPLICATION AND ALL ADDITIONAL DOCUMENTATION IS TRUE, FACTUAL AND COMPLETE. I HEREBY AGREE TO ABIDE BY ALL CONDITIONS OF ANY APPROVALS GRANTED BY THE CITY OF LAURENS. I UNDERSTAND THAT SUCH CONDITIONS SHALL APPLY TO THE SUBJECT PROPERTY ONLY AND ARE A RIGHT OR OBLIGATION TRANSFERABLE BY SALE.

SIGNATURE _____

DATE _____

FOR OFFICIAL USE ONLY

DATE RECEIVED: _____
ACCEPTED BY: _____

TIME: _____
MASTER TRACKING NUMBER: _____

SUBMISSION MATERIAL CHECKLIST

City of Laurens Historic Preservation Commission – Design Review

126 East Public Square – Laurens, SC 29360 – (864) 984-3933

GENERAL INFORMATION



NUMBER OF COPIES: If larger than 11" x 17" or color, please submit 8 copies. If 11" x 17" and smaller, only one copy is necessary.



All materials are to be submitted at time of application (see calendar for deadlines)

REMODELING & ADDITIONS:



Elevation drawings indicating proposed alterations. Architectural rendering may be required for major alterations. Include window and door design if altered.



Exterior material description for existing and proposed structures. (Please present samples at meeting)



Site plan showing dimensions of lot and locations of existing building(s) or structure(s) on lot, location of additions, dimensions of existing structure and additions.



Photograph of existing conditions from all elevations. Black & white is preferred.

NEW CONSTRUCTION:



Elevation drawings, showing ALL sides and dimensions to scale.



Photograph(s) of proposed site and adjoining properties.



Site plan including building footprint, setbacks, location & number of off-street parking spaces, lot dimensions, scale & North arrow.



Material & details list including door and window styles, texture samples, and colors. (Please bring samples to meeting.)



Streetscape drawings showing proposed infill and one to two block area surrounding buildings may be required.



Locations of service equipment: HVAC, meters, dumpsters, etc.



Landscaping plan



Sign plan

MATERIAL CHANGES:



Written description of work and area involved.



Photographs of area involved. Black and white is preferred.



Sample or photo of material involved.

FENCES, WALLS, ACCESSORY BUILDINGS:



Site plan showing location of fence, wall, or accessory building and lot and setback lines.



Description of materials and design. Elevation drawings are strongly encouraged.



Photographs of area affected.

SIGNAGE:



Site plan illustrating location of proposed sign.



Illustration of design showing dimensions and materials.

Any questions concerning application procedures should be directed to the volunteer staff at (864) 984-2119.