

Instructions

1. The application and fee, **made payable to the City of Greenville**, must be received by the planning and development office no later than 5:00 pm of the date reflected on the attached schedule.
2. See **Section 19-2.3.8(h), Unreasonable Hardship Exemption**, for additional information; you may attach a separate sheet addressing these questions.
3. You must attach one (1) complete set of scaled drawings of the property that reflects, at a minimum, the information reflected on page 4. Drawings must be drawn at an appropriate scale, such as 1"=20' or 1/4"=1', etc. In addition, you must address the requirements of **Section 19-2.3.8(h)(2), Unreasonable Hardship Standards**, as reflected on page 3 of this application. The commission may request additional information at any time to fully understand the proposal. Items submitted to the commission become the property of the city and will not be returned.
4. You must attach the required application fee:
 - a. Commercial - \$300.00
 - b. Signs - \$150.00
 - c. Single-family residential - \$150.00
 - d. Other - \$300.00
5. The administrator will review the application for "sufficiency" pursuant to **Section 19-2.2.6, Determination of Sufficiency**, prior to placing the application on the Design Review Board agenda. If the application is determined to be "insufficient", the administrator will contact the applicant to request that the applicant resolve the deficiencies. **You are encouraged to schedule an application conference with a planner, who will review your application for "sufficiency" at the time it is submitted. Call (864) 467-4476 to schedule an appointment.**
6. You must post the subject property at least 15 days (but not more than 18 days) prior to the scheduled hearing date.

_____ signs are acknowledged as received by the applicant

_____.

7. The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

In addition, the applicant and property owner affirm that the tract or parcel of land subject of this application is, or is not, restricted by any recorded covenant that is contrary to, conflicts with, or prohibits, the requested activity.

If the Planning Office has actual notice* that a restrictive covenant* is contrary to, conflicts with, or prohibits the requested activity, the office must not issue the permit unless the Office receives confirmation from the applicant that the restrictive covenant has been released by action of the appropriate authority, property holders, or by court order.

To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application is _____ or is not _____ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

_____ APPLICANT
_____ DATE
_____ PROPERTY OWNER
_____ DATE

Unreasonable Hardship Standards

1. Describe the exceptional conditions and unreasonable circumstances relevant to the subject property which do not generally apply to other properties in the district.

2. Describe the ways in which application of the standards required for a certificate of appropriateness effectively prohibits or unreasonably restricts the utilization of the property and results in an unreasonable hardship.

3. Describe the ways in which the granting of an unreasonable hardship exemption would be the minimum action that would make possible the reasonable use of the land or structure that is not contrary to the purpose and intent of the approved guidelines for the district.

4. Describe the ways in which the granting of an unreasonable hardship exemption would be consistent with the intent of the provisions of **Section 19-2.3.8(E), Standards**.

Plan Requirements

Application documents must be submitted as one (1) hard copy and, for DRB review, a digital copy in pdf format.

<p>A. For Construction of a New Building or Structure and an Addition to an Existing Building or Structure:</p> <p>____ 1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property and neighboring properties, as well as the relationship to property lines.</p> <p>____ 2. Building elevations for all sides. Drawings for additions should illustrate the relationship to the existing structure. In commercial districts, drawings should show the relationship to buildings on the property and adjacent lots.</p> <p>____ 3. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.</p> <p>____ 4. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.</p> <p>____ 5. Cut sheets or other information, illustrating the design and type of lighting and other details.</p> <p>____ 6. Other information needed to clearly illustrate your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.</p>
<p>B. For Alteration of an Existing Building or Structure:</p> <p>____ 1. Scaled drawings indicating the extent of the proposed alteration.</p> <p>____ 2. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.</p> <p>____ 3. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.</p> <p>____ 4. Other information needed to best illustrate your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.</p>
<p>C. For Demolition or Relocation of an Existing Building or Structure:</p> <p>____ 1. A written narrative indicating the reason for demolition or relocation and what steps have been taken to remedy the situation. If the reasons are structural reasons a technical report prepared by an engineer or architect must be submitted.</p> <p>____ 2. If the structure is less than 50 years old and located in the Central Business District, submit documentation of its age</p> <p>____ 3. Documentation on the costs of rehabilitation and forecast of possible economic return.</p> <p>____ 4. Photographs of the property and surrounding properties, 1 color set, fully labeled.</p> <p>____ 5. Site plan and or building plans for post demolition, including a time frame for development.</p>
<p>Site Design, Parking, Plazas, Landscape:</p> <p>____ 1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property, streets, public property, and any structures on immediate adjacent lots.</p> <p>____ 2. Landscape plan, indicating species and planting sizes, irrigation, lighting location and detail, hardscape materials and colors.</p> <p>____ 3. Photographs of the property and surrounding properties, 1 color set, fully labeled.</p> <p>____ 4. Cut sheets or other information, illustrating the design and type of lighting or details to better illustrate your request.</p>
<p>Signs:</p> <p>____ 1. Scaled drawings for proposed signs.</p> <p>____ a. Drawings for wall signs should include a scaled drawing of the façade on which the signs will be placed.</p> <p>____ b. For free-standing signs, a site plan must include the location of signs and the relationship to existing building and other site features on the property.</p> <p>____ 2. Photographs of the property and surrounding properties, 1 color set, fully labeled.</p> <p>____ 3. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.</p> <p>____ 4. Cut sheets or other information, illustrating the design and type of lighting, if any.</p>