

Certificate of Appropriateness (COA) Historic Properties

Owner: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Applicant: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Contractor: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Address of Property: _____

Tax Map Number: _____ Zoning District _____

Please select the activity requested:

- Alteration of Structure/Property
- Repair of Structure/Property
- Addition to Existing Structure

- New Construction on Vacant Lot
- Demolition of Structure
- Other

Fees and Payments can be made using the Permit Number and the [City of Spartanburg Payment Portal](#).

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 Spartanburg. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I hereby authorize the staff of the Planning Department to inspect the premises of the above-described property.

Applicant: Signature: _____ Date: _____

Staff Use Only / Received by: _____

Date Received: _____ **Time:** _____ **Permit Number:** _____

Certificate of Appropriateness (COA) Additional Items

Please attach to this Application any of the applicable items:

- | | |
|---|--|
| <input type="checkbox"/> Site Plans or Surveys | <input type="checkbox"/> Detail Drawing(s), Floor Plans(s) or Sketch(es) |
| <input type="checkbox"/> Photographs of Existing property | <input type="checkbox"/> Material(s) and Sample(s) |
| <input type="checkbox"/> Photographs of Changes requested | <input type="checkbox"/> Other |

Description of Proposed work (attach extra sheets as needed):

Please read and initial the following statements:

- _____ I am the owner of the property, or
- _____ I am acting on behalf of the owner(s) of this property and have attached a letter from the owner(s) indicating their knowledge of this application.
- _____ The information on this application represents an accurate description of the proposed work.
- _____ I have omitted nothing that might affect the decision of the Historic Architect Review Board.
- _____ I will attend (or send a representative to attend) the public hearing of this application before the Historic Architect Review Board.
- _____ I understand that issuance of a Certificate of Appropriateness is not an authorization to begin work.