

## **Preliminary Certification Application**

### **City of Myrtle Beach Historic Property Development Incentive Guidelines**

**Overview:** The City desires to incentivize the redevelopment of Historic Properties. Upon approval of the Reviewing Authority the Historic Property Development Incentive (HPDI) freezes the tax value of rehabilitated structures and the real property on which the structure is located for up to 10 years.

**Purpose:** The purpose of the HPDI is to:

1. Encourage the restoration of historic properties.
2. Promote community development and redevelopment.
3. Encourage sound community planning.
4. Promote the general health, safety, and welfare of the community.

**Certification:** To be eligible for the HPDI, historic properties must receive preliminary & final certification.

1. To receive preliminary certification a property must meet the following conditions:
  - a. The property has received historic designation.
  - b. The proposed rehabilitation receives approval from the "Reviewing Authority".
  - c. Preliminary certification must be received prior to issuance of a City building permit.
2. To receive final certification, a property must meet the following conditions:
  - a. The property has received preliminary certification.
  - b. The minimum expenditures for rehabilitation were incurred and paid.
  - c. The completed rehabilitation receives approval from the Reviewing Authority as being consistent with the plans approved by the Authority as part of preliminary certification.

#### **Work Subject to Rehabilitation Guidelines:**

The following work is subject to the Rehabilitation Standards shown below:

1. Repairs to the exterior of the designated building.
2. Alterations to the exterior of the designated building.
3. New construction on the property on which the building is located.
4. Alterations to interior primary public spaces.
5. Any remaining work where the expenditures for such work are being used to satisfy the minimum expenditures for rehabilitation.

#### **Rehabilitation Standards:**

Rehabilitations must be appropriate for the historic building and the historic district in which it is located.

This is achieved through the following standards:

1. The historic character of a property shall be retained and preserved.
2. Removal of historic materials or alterations of features and spaces that characterize each property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use.
4. Changes that create a false sense of historical development shall not be undertaken.
5. Property changes that have acquired historic significance in their own right shall be preserved.
6. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property should be preserved.
7. Deteriorated historic features shall be repaired rather than replaced. Where deterioration requires replacement of a distinctive feature, the new feature should match the old in design, color, texture, and materials. Replacement of missing features shall be substantiated by pictures.

8. Chemical or physical treatments that damage historic materials shall not be used. Surface cleaning of structures shall be undertaken using the gentlest means possible.
9. Additions, exterior alterations, or related new construction shall not destroy the historic materials characterizing the property. The new work shall be differentiated from the old and shall be compatible in massing, size, scale, and architectural features.
10. Additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Minimum Expenditures for Rehabilitation:** Rehabilitation expenditures must exceed 20% of the building's fair market value as certified to the Reviewing Authority by a state-licensed real estate appraiser including:

1. Improvements located on or within the designated historic building.
2. Improvements outside of but directly attached to the historic building which are necessary to make the building fully useable (such as vertical circulation, but not including rentable/habitable floor space attributable to new construction).
3. Architectural and engineering services attributable to the design of the improvements.
4. Costs necessary to maintain the historic character or integrity of the building.

**Time Limit:** To be eligible for the HPDI rehab must be completed within 2 years of the preliminary certification date. If the project is not complete after 2 years, but the minimum rehab expenditures have been incurred, the property continues to receive the special assessment until the project is completed or until the end of the special assessment period, whichever occurs first.

CITY OF MYRTLE BEACH PLANNING DEPARTMENT  
**BAILEY BILL - REHABILITATED HISTORIC PROPERTY APPLICATION**  
**PART A - PRELIMINARY REVIEW FORM**

This application is used by the City to review rehabilitation work on historic properties, in accordance with South Carolina 1976 Code Section 4-9-195, and pertinent regulations. Applications must include attachments as listed below and the required review fee to be considered complete. Submit application to the Planning Department, PO Box 2468, Myrtle Beach, SC 29578 or 937 Broadway Street, Myrtle Beach, SC 29577. Phone: 843.918.1050.

**1. PROPERTY INFORMATION**

Historic Name of Property (if known) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_, South Carolina (ZIP) \_\_\_\_\_  
Use: \_\_\_\_\_ Owner-occupied, or \_\_\_\_\_ Income-producing  
Estimated project start date \_\_\_\_\_ Estimated project completion date \_\_\_\_\_  
Estimated project costs \$ \_\_\_\_\_  
\*Fair market value of building \$ \_\_\_\_\_ Taxable value of property \$ \_\_\_\_\_

*(PLEASE NOTE: FMV and taxable value of a property may be different. FMV of the building is used by the City of Myrtle Beach to determine the threshold for qualifying expenses for the Bailey Bill. The value as understood by Horry County of a property at the time of preliminary certification will determine the value at which the property will be assessed for the 20 year abatement period. The applicant is responsible for verification of the value of a property and should consult with Horry County on this matter prior to the date of preliminary certification.)*

**2. HISTORIC DESIGNATION**

The property must have been designated "historic" by the local government allowing this incentive.

Significance:

Construction Date: \_\_\_\_\_ Describe major alterations or additions (give dates): \_\_\_\_\_

This building is a:

\_\_\_\_ City Landmark Building \_\_\_\_\_ Contributing structure in local historic district \_\_\_\_\_ Contributing structure in National Register District \_\_\_\_\_ National Register structure \_\_\_\_\_ Not designated (designation requested)

Give BRIEF overview of the history of the building: \_\_\_\_\_

**3. ATTACHMENTS**

The following information is needed to process your application. Please send complete information with the initial submission:

- \_\_\_\_ An original signed and completed application;
- \_\_\_\_ A Cashier's Check for \$150, made out to the City of Myrtle Beach; application fees are non-refundable.
- \_\_\_\_ Photographs clearly showing not only the areas to be rehabilitated, but also overall views of the building;
- \_\_\_\_ Sketched or architectural floor plans of pre-rehabilitation conditions; and
- \_\_\_\_ Sketched or architectural floor plans of the proposed work.
- \_\_\_\_ Estimates for proposed work on each architectural feature

**4. OWNER INFORMATION**

Name \_\_\_\_\_ Signature \_\_\_\_\_  
Address \_\_\_\_\_ Date \_\_\_\_\_  
Daytime Telephone \_\_\_\_\_

**PLANNING DEPARTMENT USE ONLY**

- \_\_\_\_ The work as described in this application and attachments appears to meet the Standards for Rehabilitation and would receive final approval if completed as described.
- \_\_\_\_ The work as described in this application and attachments would meet the Standards for Rehabilitation if the Special Conditions on the attached sheet are met.
- \_\_\_\_ The work as described in this application and attachments does not appear to meet the Standards for Rehabilitation and is not approved for this property. The attached sheet describes the specific problems with the proposed work.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

CITY OF MYRTLE BEACH  
 PLANNING DEPARTMENT  
**REHABILITATED HISTORIC PROPERTY APPLICATION**  
**PART A - CONTINUED**

**5. DESCRIPTION OF PROPOSED WORK**

Use the spaces below to describe the proposed work. Architectural features would include items such as: roof; exterior brick or siding; windows; doors; site/landscape features; entrance hall; main stair; parlors; fireplaces /mantles; floors/walls/ceilings; mechanical/ electrical/plumbing; etc. If an application has been submitted for the federal Investment Tax Credits, you may use a copy of the description of the proposed work from the federal form for this section, but your submittal must still include the information in sections 1 through 4.

Architectural feature _____ Approximate date of feature _____ Describe feature and its condition     Photograph No. _____ Drawing No. _____	Describe work and impact on feature
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CITY OF MYRTLE BEACH  
 PLANNING DEPARTMENT  
**REHABILITATED HISTORIC PROPERTY APPLICATION**  
**PART A - CONTINUED**

**5. DESCRIPTION OF PROPOSED WORK (Continued):**

(Please feel free to make copies of this sheet. Use as many spaces as necessary to fully describe your project.)

Architectural feature _____ Approximate date of feature _____ Describe feature and its condition    Photograph No. _____ Drawing No. _____	Describe work and impact on feature
Architectural feature _____ Approximate date of feature _____ Describe feature and its condition    Photograph No. _____ Drawing No. _____	Describe work and impact on feature
Architectural feature _____ Approximate date of feature _____ Describe feature and its condition    Photograph No. _____ Drawing No. _____	Describe work and impact on feature
Architectural feature _____ Approximate date of feature _____ Describe feature and its condition    Photograph No. _____ Drawing No. _____	Describe work and impact on feature

*\*Fair market value means the appraised value as certified to the City by a real estate appraiser licensed by the State of South Carolina, the sales price as delineated in a bona fide contract of sale within six months of the time it is submitted, or the most recent appraised value published by the Horry County Tax Assessor.*

CITY OF MYRTLE BEACH  
PLANNING DEPARTMENT  
**REHABILITATED HISTORIC PROPERTY APPLICATION**  
**PART A - AMENDMENT FORM**

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Use this form to propose changes in project work. Submit the completed and signed form to Planning Department, PO Box 2468, Myrtle Beach, SC 29578 or 937 Broadway Street, Myrtle Beach, SC 29577. Phone: 843.918.1050; fax: 843.918.1083.

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**Name of Property** (as submitted on Part A form):

\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_, South Carolina (ZIP) \_\_\_\_\_

**Describe changes in the project work:**

**OWNER INFORMATION**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

**PLANNING DEPARTMENT USE ONLY**

\_\_\_\_\_ The work as described in this amendment appears to meet the Standards for Rehabilitation and would receive final approval if completed as described.

\_\_\_\_\_ The work as described in this amendment would meet the Standards for Rehabilitation if the Special Conditions on the attached sheet are met.

\_\_\_\_\_ This work as described in this amendment does not appear to meet the Standards for Rehabilitation and is not approved for this property. The attached sheet describes the specific problems with the proposed work.

\_\_\_\_\_  
City of Myrtle Beach

\_\_\_\_\_ See attached sheets

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date