



City of Florence, South Carolina

324 West Evans Street, Florence, SC 29501

Phone: (843) 665-2047 • www.cityofflorencesc.gov

Certificate of Appropriateness (COA) Application

Today's Date: _____

Project Address: _____

Overlay District: _____

Applicant Information

Applicant's Name: _____ Phone: _____

Applicant's Address: _____

Applicant's Email: _____

Property Owner Information

Owner's Name: _____

Contractor Information (if applicable)

Contractor's Name: _____ Phone: _____

Primary Contact: _____ Email: _____

Describe work proposed: _____

Please attach a Scope of Work which includes a site plan illustrating the limits of construction, plus any renderings, elevations, color swatches, etc. to fully illustrate your request to staff. Any proposal that does not comply with the Downtown Design Standards will require review by the Design Review Board before a COA can be issued. Compliant requests may be approved administratively by staff.

1. Is there any recorded restricted covenant or other private agreement that is contrary to, conflicts with, or prohibits the use or activity on the property that is the subject of the application? YES NO
2. If you do not own the property in question, do you have the permission of the property owner to do the work outlined in this application? YES NO

Signature: _____

Office Staff Use Only	
Assigned to: _____	Number: _____
Parcel TMN: _____	Zoning District: _____

Received by: _____

Date: _____