

BAILEY BILL PROGRAM: HOW TO APPLY

Interested in applying? Follow these simple steps:

- Review complete Program Overview, including building eligibility and application requirements.
- Complete the Preliminary Certification Application and submit to Navigator staff and pay fee of \$150 for single family and/or duplex structures, or \$300 for all other structures.
 - Navigator staff review for eligibility, share recommendation with the City Manager.
 - Architectural Review Board reviews application and makes a recommendation to City Council
 - Navigator staff submits to City Council for consideration at next available City Council meeting.
- Upon approval, City Council (b ordinance) may approve application and planned rehabilitation. Preliminary Certification is granted.
- Work begins. No substantive changes permitted without necessary approval.
- Two years to complete.
- Final Certification form is submitted upon project completion along with proof that the minimum expenditures for rehabilitation were incurred and paid
- Inspection completed by the Building Official
- Architectural Review Board reviews and inspects results. The Board will grant or deny final approval.
- If approved, County officials are notified of eligibility for special tax assessment for the City tax only at the time of preliminary certification.

Please contact Brenda Kelly, Development Project Manager:

- Call [843.383.3025](tel:843.383.3025)
- Visit The Navigator, located in the 1st floor of City Hall at 100 E Carolina Avenue, Hartsville, SC 29550
- Email brenda.kelly@hartsvillesc.gov

