



South Carolina Board of Landscape Architectural Examiners

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llr.sc.gov/land

2023-2025 CERTIFICATE OF AUTHORIZATION (COA) LATE RENEWAL

Renewal Instructions/Requirements:

- Biennial application fee in the form of a check or money order (no cash) made payable to LLR-Board of Landscape Architectural Examiners. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
Renewal / Late Fee: Renewed/postmarked 2/1/2023 - 3/31/2023: Late Fee \$20 + Renewal Fee \$400 = \$420 Beginning April 1, 2023, your license is lapsed.
Company name change (not a company structure change): Please provide the firm's previous name and the current name. If you are adding an individual name(s), please include a supplemental sheet with their full name, state of licensure and type of license they currently hold.
Structure changes (e.g., change from partnership to a corporation): Please contact Contact.LSA@llr.sc.gov and provide the company name, license number and new structure. An application for the new firm will be emailed to you.
If you do not wish to renew the firm's license, please email the Board at Contact.LSA@llr.sc.gov, including a statement to that effect along with the company name and license number. If circumstances change and the firm later wishes to reactivate the license, you may do so until March 31, 2023, by paying the renewal fee plus the late fee (\$420).

FIRM INFORMATION

Business Name: \_\_\_\_\_ Certificate of Authorization No. \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ (If different than above)

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email (required): \_\_\_\_\_

Has the firm advertised or offered landscape architectural services in South Carolina since the regular renewal period ended on January 31, 2023? [ ] Yes [ ] No

Landscape Architect in Responsible Charge of landscape architectural work in South Carolina:

(Please list only one landscape architect who is currently licensed in South Carolina.)

Name: \_\_\_\_\_ SC License No.: \_\_\_\_\_

DISCIPLINARY QUESTIONS

If you answer "Yes" to any of the questions below, submit a detailed letter of explanation along with any other relevant documentation. If this is the firm's first renewal since its initial license, the response should be from the time the license was granted.

- 1. Since its last renewal, has any state taken disciplinary action against your firm's license? [ ] Yes [ ] No
2. Since its last renewal, has your firm surrendered or allowed a professional or occupational registration/license to lapse in any jurisdiction due to any pending or threatened disciplinary action? [ ] Yes [ ] No

3. Since its last renewal, has your firm been found by a court or a registration board to have violated the landscape architectural laws or the professional/occupational laws of any jurisdiction?  Yes  No
4. Since its last renewal, has your firm entered into any negotiated settlement with regard to professional/occupational registration laws?  Yes  No

**ATTESTATION**

The undersigned affirms responsibility that all information and statements contained herein are true in substance and effect. Further, the undersigned takes responsibility that required additional explanation and documentation will be provided if not already provided with this renewal application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

**PRIVACY NOTICE**

South Carolina law requires the agency to collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical purposes.