



Rezoning Application Submission Requirements

1. All rezoning requests shall be submitted in person to the Planning Department at 1301 2nd Avenue, Conway, SC. For PDD requests, applicant shall meet with a planner prior to submitting a rezoning application.
2. If the rezoning request involves multiple properties or sources of ownership, please itemize a list of Tax Map Numbers and Owners.
3. It is imperative that a complete application be submitted to the Planning Department. A completed rezoning application shall consist of the following.
 - A. Property owner signatures and any designated agent signature, all TMS numbers to be rezoned with acreage amounts (if you are rezoning only a portion of the TMS please provide a recent survey or dimensions for the portion pertaining to the request). Due to recent updates in the zoning ordinance the following must also accompany the application.
 - B. All requests for **SF 10, MSF 10, SF 8.5, MSF 8.5, SF 7, MSF 7, SF 6, and MSF 6** shall include:
 - 1) **Sketch plan** which shall contain the following:
 - A site plan on a sheet size not to exceed 30' X 42";
 - The plan will be drawn to a scale not smaller than 1" = 200';
 - Proposed project name;
 - Owner of the property and/or developer
 - Adjacent property owners and land uses;
 - Proposed rights-of-way and lot layout compliant with the requirements of Article 3,4,and 7 of the Land Development Regulations;
 - Adjacent driveway, roadway, and curb-cut locations;
 - Table summarizing project acreage, density, number of lots, minimum lot area in square feet, and minimum lot dimensions;
 - North arrow, written and graphic scales, and a location map showing the relationship between the proposed land development and the surrounding area;
 - Tract boundaries and total land area;
 - Existing and proposed land uses throughout the development;
 - Existing road rights-of-way and easements;
 - Note regarding the intent to supply water (wells) and sewer (septic);
 - Zoning classification; and
 - County Tax Map Number of the proposed development.
 - 2) **Wetlands information** (must submit one of the following):
 - Wetlands Verification Letter from the US Army Corps of Engineers,
 - Certified wetlands delineation map,
 - Preliminary jurisdictional determination letter from the US Army Corps of Engineers,
 - Preliminary Wetlands Assessment prepared by a qualified wetlands consultant.
4. **Incomplete applications will not be accepted.**
5. **Mandatory attendance is required at the Planning Commission Workshop and the Planning Commission meeting by the applicant or a representative.**
6. Submission deadlines are listed in Table 2 of this rezoning application packet.
7. A public hearing is held the first Thursday of each month by the Planning Commission to consider each rezoning request. The Planning Commission makes a recommendation as to whether the property should be rezoned. Their recommendation is then forwarded to the Horry County Council for action.
8. The County Council holds three readings for each rezoning request following the Planning Commission meeting. County Councils 2nd reading of the request is a public hearing where public input is accepted. 3rd reading is the final reading at County Council.
9. Requests where the Planning Commission has recommended disapproval receive only one reading at County Council as a resolution to disapprove the request.
10. If at any time, the County Council votes to disapprove any request, the application is denied. Rezoning requests for the same classification on the same parcel(s) may not be resubmitted for a period of one year form the date of Council disapproval.
11. A maximum of 25 rezoning requests will be taken for any given month. Once the maximum has been met any additional requests will automatically be placed on the following months agenda.



2009 REZONING APPLICATION

Tax Map Number/s			
Area in sq. ft. or acres			
Description of Request <i>(please describe your request)</i>			
Current Use of Property			
Current Zoning District		Requested Zoning Dist.	
Property Location			

Ownership Information:

Name:		
Address:		
City:	State:	Zip:
Phone:		

Agent Information:

Name:		
Address:		
City:	State:	Zip:
Phone:	Fax:	

Are you rezoning a portion of this property?	Yes	No
Is your property deed restricted?	Yes	No
Do you intend to provide open space with this rezoning?	Yes	No
Are high traffic patterns a concern in your area?	Yes	No
What road will provide access to the site?		
Is the access road a paved or unpaved road?		
What is the distance to the nearest water line?		
What kind of wastewater treatment system will service the development site?		
Approximately how many acres of the site are considered wetlands?		
Is any of the site considered floodplain or floodway?		
Is the land currently being used for farming or foresting activities?		

PLEASE NOTE:

- *Mandatory attendance is required at the Zoning Committee Meeting or the application will be automatically deferred until the following meeting.*
- *A subdivision or combination during the rezoning process may result in inaccurate rezoning of the property.*
- **A business name and business license number may be required if applicable**

Office Use Only:

Date Submitted		Site Plan		Portion only	Y / N
Receipt No.		Wetlands		PDD Name	
Received By		Open space		Council District	
Ownership		TMS verified		Total Acreage to be rezoned	
Signatures		Acreage verified			

Applicant/Agent hereby certifies that the information provided in this application is correct and there are no covenants or deed restrictions in place that would prohibit this request.

Signature Blocks:

Owners	
_____	_____
Print Name	Signature
_____	_____
Print Name	Signature
Corporation / Partnership	

Print Corporation/Partnership Name <i>(If in LLC or Corp. name please provide authorization to sign)</i>	
By _____	
Print Name	Signature

Print Title and Name	

Designation of Agent:	
I hereby appoint the person listed below as agent to act on my behalf for the purpose of filing such application for rezoning, as he/she shall deem necessary and proper.	

Print agents name	

Signature of agent	

Signature of owner	

Witness Signature	

Form 1

PDD Details

Instructions

Ten (10) copies of this form shall be submitted with the PDD application. If additional space is necessary to fully answer a question, supplemental answer sheets may be attached to this form. If additional space is necessary to answer questions in tables, please reproduce the table and answer the questions in the same manner as shown below.

1. Please provide a statement of intent, in narrative form, describing the proposed project and including details as included below.

2. Proposed uses, acreage, and percentage mixture in project.

Proposed Use	# of units/sq.ft	Acreage	Net Density	Gross Density	Percentage of Project
Total					

3. Proposed Dimensional Standards.

Proposed Use	Lot Area (in sq. ft.)	Minimum Lot Width	Setbacks (in feet)				Height (in feet)
			Front	Side	Rear	Corner Side	

4. Open Space provided to meet requirements of Section 721.3.

Open Space Description	Type of open space			Acreage Required	Acreage Provided	Phase	Ownership	
	Common	Active	Passive				Public	Private

Will adopted parking standards be used in this project? Yes No
 If no, indicate proposed standards.

Proposed Use	Parking Required

9. Will any project improvements be dedicated to Horry County? ____Yes ____ No

If yes, list improvements:

10. What will be the average daily trips generated by proposed project at build-out for each use?

Proposed Use	Average Daily Trip (at build-out)

11. Attach the following:

- a. 8.5” x 11” location map showing proposed development in context of surrounding area
- b. 8.5” x 11” conceptual site plan

PDD Checklist:

Please refer to section 721 of the Horry County Zoning Ordinance for all the required information relating to the preparation and submission requirements for a PDD.

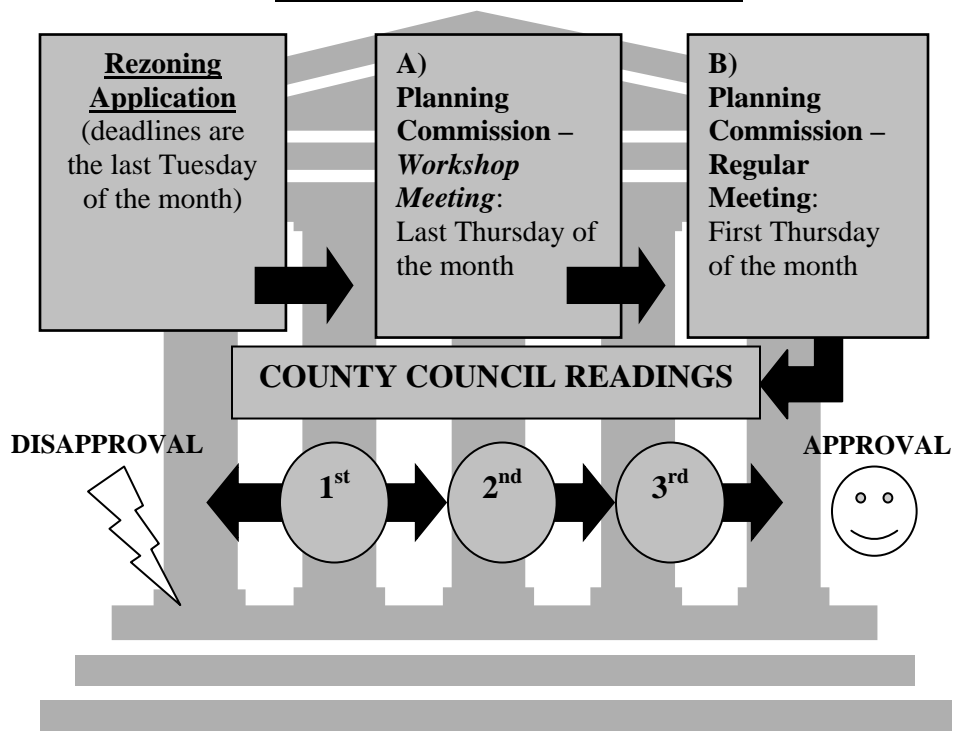
Document	Yes	No
Narrative Complete		
Proposed uses table complete		
Dimensional standards determined		
Open space calculated		
Access/ADT’s addressed		
Proposed improvements listed		
Conceptual Plan attached		
Illustrative Plan attached		

PLANNING COMMISSION 2009 REVIEW DEADLINES

SUBMITTALS (1)	PC WORKSHOP MEETING (2)	PC MEETING (3)
DECEMBER 30	JANUARY 29	FEBRUARY 5
JANUARY 27	FEBRUARY 26	MARCH 5
FEBRUARY 24	MARCH 26	APRIL 2
MARCH 31	APRIL 30	MAY 7
APRIL 28	MAY 28	JUNE 4
MAY 26	JUNE 22*	JUNE 25*
JUNE 30	JULY 30	AUGUST 6
JULY 28	AUGUST 27	SEPTEMBER 3
AUGUST 25	SEPTEMBER 24	OCTOBER 1
SEPTEMBER 29	OCTOBER 29	NOVEMBER 5
OCTOBER 27	NOVEMBER 24*	DECEMBER 3
NOVEMBER 24	DECEMBER 29*	JANUARY 7

* Adjusted date

HORRY COUNTY GOVERNMENT



Zoning Districts

Agriculture (AG1, AG2, AG3, AG4, AG5, AG6, AG7)	Retail Services (RE1, RE2, RE3, RE4)
Conservation/Preservation (CO1)	Passenger and product Transportation (PA1)
Boating/Marine Commercial (BO1)	Office-Professional (PR1)
Rural Estates (RE)	Campus Institution, Office & Research (PR2)
Residential Single-Family (R-1, R-2, R-3, R-4, R-5, R-6, R-7)	Inpatient Medical Service (ME1)
Residential Mobile Homes (MR-1 through MR-7)	Outpatient Medical Services (ME2)
Mobile Home Park (MHP)	Limited Manufacturing and Industrial (MA1)
General Residential (GR)	General Manufacturing and Industrial (MA2)
Resort Housing (RH)	Heavy/Intense Manufacturing and Industrial (MA3)
Indoor Amusement Commercial (AM1)	Planned Development District (PDD)
Outdoor Amusement Commercial (AM2)	Destination Park (DP)

- 1) **SUBMITTAL DEADLINE IS 4:00 PM ON THE LAST TUESDAY OF EACH MONTH**
- 2) **PLANNING COMMISSION WORKSHOP MEETINGS ARE HELD AT 3:00 PM**
- 3) **PLANNING COMMISSION MEETINGS ARE HELD AT 5:30 PM**

- PUBLIC NOTICE -

Planning & Zoning Department Fee Schedule

Effective July 1, 2005

SERVICE	BASE FEE	
Copies		
8 ½ x 11	\$ 0.15	
11 x 17	\$ 1.00	
24 x 36 (subdivision)	\$ 5.00	
GIS (24 x 36 color)	\$30.00	
GIS maps (smaller than 24 x 36)	Varies based on size	
Ordinances & Regulations		
Land Development Regulations	\$10.00	
LBT Ordinance	\$ 3.00	
Parking Ordinance	\$ 3.00	
Sign Ordinance	\$ 3.00	
Zoning Ordinance	\$25.00	
Rezoning & Appeal Applications		
Rezoning Requests -		Per Acre Fee
Standard Rezoning	\$250.00	
Minor PDD (less than 5 acres)	\$250.00	\$10.00
Major PDD (5 acres to 100 acres)	\$1000.00	\$10.00
Major PDD (100 acres and greater)	\$1500.00	\$25.00
Appeals, Variances, & Special Exceptions	\$200.00	
Development Applications		
		Per Lot Fee
Sketch/Master Plans	\$15.00	
Minor Development (10 or fewer lots)	\$20.00	\$10.00
Major Development		
Preliminary review	\$200.00	\$10.00
Final review	\$150.00	\$10.00
Engineering Inspection Fee	\$50.00 + \$0.25 per LF R/W	
Multi-family Development	\$200.00	
Preliminary Plan Re-Approval	\$250.00	
Design Modification to LDR	\$100.00	
Official Map Ordinance Exemption	\$150.00	
Telecommunication Tower Review	\$2000.00	

Revised June 24, 2005