



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 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 PIN numbers to be rezoned with acreage amounts (if you are rezoning only a portion of the PIN please provide a recent survey or dimensions for the portion pertaining to the request). The following must also accompany the application:
 - B. All requests for **SE/MSF 10, SE/MSF 8.5, SE/MSF 7, SE/MSF 6, and MRD 1.2.3** 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 Articles 3, 4, and 7 of the Horry County 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, and/or
 - Preliminary Wetlands Assessment prepared by a qualified wetlands consultant.
4. **Incomplete applications will not be accepted.**
5. **Attendance is required at the Planning Commission Workshop and the Public Hearing 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. County Council holds three readings for each rezoning request following the Planning Commission meeting. County Council's 2nd reading of the request is a public hearing where public input is accepted. Third (3rd) reading is the final reading at County Council, and the rezoning is complete.
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 from 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 month's agenda.

EnerGov Number:

Case Number:



HORRY COUNTY PLANNING & ZONING 1301 2ND AVE. SUITE, 1D-09 CONWAY, SC. 29526
PHONE: 843.915.5340 FAX: 843.915.6341

2017 REZONING APPLICATION

(PIN) Parcel Identification 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:	email address:	

Agent Information:

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

Are you rezoning a portion of this property?	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:

- **Attendance is required at the Planning Commission Workshop and the Public Hearing Meeting by the applicant or a representative.**
 - *A subdivision or combination during the rezoning process may result in inaccurate rezoning of the property.*
 - *Pursuant to Sec. 1403 of the Zoning Ordinance all determinations by staff are subject to appeal to the Zoning Board of Appeals by any person aggrieved.*

Office Use Only:

Date Submitted	<input type="text"/>	Site Plan	<input type="text"/>	Portion only	Y / N
Receipt No.	<input type="text"/>	Wetlands	<input type="text"/>	PDD Name	<input type="text"/>
Received By	<input type="text"/>	Open space	<input type="text"/>	Council District	<input type="text"/>
Ownership	<input type="text"/>	PIN verified	<input type="text"/>	Total Acreage to be rezoned	<input type="text"/>
Signatures	<input type="text"/>	Acreage verified	<input type="text"/>		

SIGNATURE PAGE

Case # _____

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.

Applicant/Agent hereby certifies that they understand that rezoning is only one step in the development process. The Applicant/Agent must also check that all requirements are met with the following Horry County Departments: Planning & Zoning - Development Review, Code Enforcement, Engineering, and Stormwater.

A rezoning application may be deferred and placed on the following month's agenda if the applicant or a representative is not present at the Workshop and Public Hearing meeting. After two (2) such deferrals, the application shall be deemed withdrawn if the applicant fails to attend the Workshop and Public Hearing.

Signature Blocks:

Owners	

Print Name	Signature

Print Name	Signature

Corporation / Partnership	

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

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

Four (4) copies of this form, including one (1) digital copy, 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 they 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

Transportation Improvements

5. Will proposed roads be public or private? _____ Public _____ Private

6. How will proposed PDD affect existing infrastructure such as:

a. Roadway capacity. _____

b. Fire/EMS/Police. _____

7. How does the applicant propose to mitigate the effects on the existing infrastructure? _____

(Please note that for projects exceeding 25 acres, a development agreement as authorized by Chapter 15, Article 6 of the County Code *may* be required)

8. Will off-site improvements be made as a result of this project? ____Yes ____No

If yes, list improvements and date of proposed completion:

Improvement

Date of Completion

Improvement	Date of Completion
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

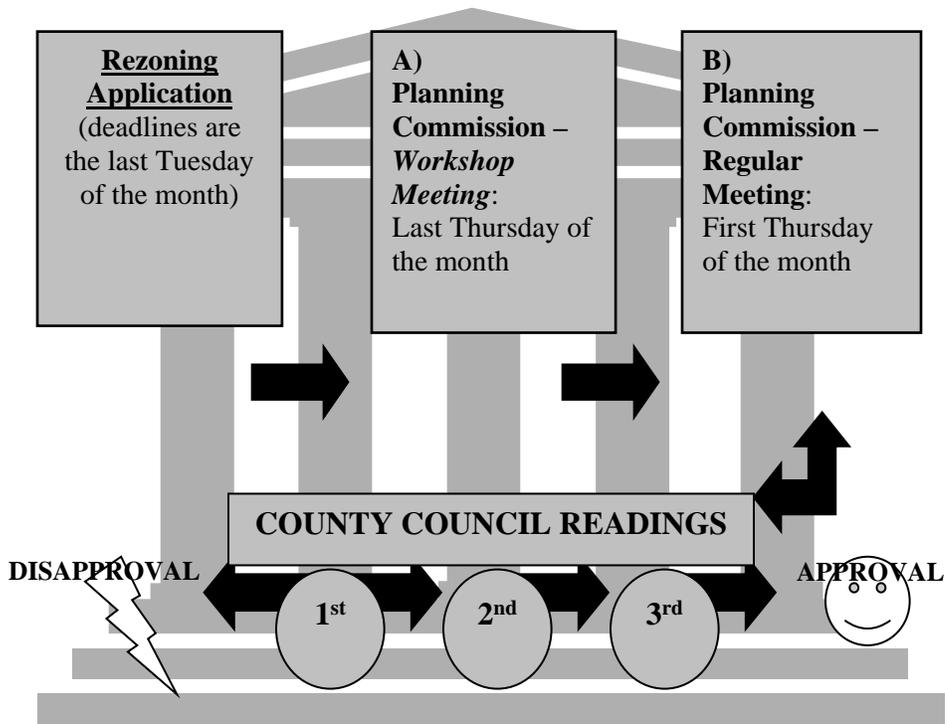
PDD Checklist:

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/ADTs addressed		
Proposed improvements listed		
Conceptual Plan attached		
Illustrative Plan attached		

SUBMITTALS	PC WORKSHOP MEETING (3:00 pm in Meeting Room B)	PC MEETING (5:30 pm in Meeting Room B)
December 27, 16	January 26	February 2
January 31	February 23	March 2
February 28	March 30	April 6
March 28	April 27	May 4
April 25	May 25	June 1
May 30	June 29	July 6
June 27	July 27	August 3
July 25	August 31	September 7
August 29	September 28	October 5
September 26	October 26	November 2
October 31	November 30	December 7
November 28	December 28	January 4, 18

PLANNING COMMISSION 2017 SUBMITTAL DEADLINES AND MEETING SCHEDULE



- PUBLIC NOTICE -

Planning & Zoning Department Fee Schedule

Effective July 1, 2005

SERVICE Copies	BASE FEE	
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