



## **ZONING BOARD OF APPEALS SUBMITTAL REQUIREMENTS**

### ***TEMPORARY EVENTS & SEASONAL USES***

#### **FEES**

A **\$200 fee** is required for each variance, appeal or special exception application; payable by cash or check upon submittal of the application. Please refer to the attached meeting schedule for submittal times and meeting dates.

#### **HEARING PROCEDURES**

1. The Zoning Administrator will summarize the request being brought before the Board and give a staff analysis of the request.
2. The applicant or their attorney will present their case to the Board and answer any questions the Board might have.
3. Any members of the public will be allowed to speak for the request, provided repetition is discouraged. Questions may be asked by the Board members.
4. Any party with a valid interest in opposing the request shall be allowed to present their case to the Board and shall answer any questions the Board might have.
5. Any members of the public will be allowed to speak against the request, provided repetition is discouraged. Questions may be asked by the Board members.
6. The Board may then deliberate and make motions, asking staff questions as needed.
7. Upon request by any interested party or his or her attorney, or at such other time as the Chairman in his or her discretion may allow, cross-examination of any witness may be conducted regarding evidence which is relevant to the issues before the Board.

Each agent or attorney presenting evidence will identify himself/herself and the parties they represent upon addressing the Board. Each member of the public who is recognized by the Chairman for comments will identify themselves prior to making comment. Any witness testifying before the Board who is not an attorney representing a client before the Board shall first be placed under oath.

#### **NOTIFICATION OF DECISION**

The Board's decision will be transmitted to the appellant and the Zoning Administrator.

**ZONING BOARD OF APPEALS APPLICATION**

Date Filed \_\_\_\_\_ Request # \_\_\_\_\_ Energov # \_\_\_\_\_

1. Complete the application in its entirety (incomplete applications will not be processed);
2. If a setback or dimensional variance is requested, an accurate, legible plot plan prepared by a registered architect, engineer, or surveyor, showing property dimensions and locations of all existing and proposed structures must be provided;
3. The property owner(s) as listed on the current tax records at the time of submittal must sign this application. In addition, if the property is located within a subdivision with a legal and active Home Owners Association (HOA), approval of the HOA must be provided with the application.

**APPLICANT:** (Property Owner or Designated Agent) \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**PIN:** \_\_\_\_\_ **TMS#** \_\_\_\_\_

**Acreage:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ **Project:** \_\_\_\_\_

**PROPERTY OWNER(S) NAME (S)** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (E-MAIL) \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

**PROPERTY OWNER(S) SIGNATURE** (If LLC or Corp Please Provide Authorization) **DATE**

**DESIGNATION OF AGENT (If the Property Owner Wishes To Appoint an Agent to Represent Him or Herself)**

Agents Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (E-MAIL) \_\_\_\_\_

I hereby appoint the person(s) listed above as agent to act on my behalf for the purpose of filing such application for a variance as he/she shall deem necessary and proper.

X \_\_\_\_\_

**PROPERTY OWNER(S) SIGNATURE** **DATE**

**PLANNING AND ZONING DEPARTMENT USE ONLY**

Have Survey:	Y	N	Property Owner (s) Have Signed:	Y	N
Have Business License (If Applicable)	Y	N	Have HOA Approval (If Applicable)	Y	N
County Council District _____					

**Signature of Zoning Administrator/Asst. Z.A./Deputy Planning Director** **Date**

**TEMPORARY EVENTS & SEASONAL USES  
SPECIAL EXCEPTION REQUEST**

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Article XIII, Section 1304(C) 8

Special events authorized pursuant to Chapter 13, Article III, Section 13-34 of the Horry County Code of Ordinances are allowed in all zoning districts. **Other temporary events and seasonal uses, including but not limited to fairs, circuses, haunted houses and trails, community events and the like may be approved by the Board of Zoning Appeals as special exceptions.** The Board, after public hearing, shall consider the factors set forth in Section 1404(D) of the Zoning Ordinance, determine the appropriate duration of the event or temporary use (**not to exceed thirty days**), and set hours of operation. The Board may also attached such conditions as it may deem advisable to protect the surrounding properties and the public health, safety and welfare.

Name of Event/Use: \_\_\_\_\_

Type of Event/Use: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ thru \_\_\_\_\_

Duration of Event: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ (AM/PM) until \_\_\_\_\_ (AM/PM)

The Board of Zoning Appeals shall consider the following criteria for special exceptions:

1. Traffic impact
2. Vehicle and pedestrian safety
3. Potential impact of noise, lights, fumes, or obstruction of air flow on adjoining property
4. Adverse impact of the proposed use on the aesthetic character of the environs, to include the possible need for screening from view
5. Orientation or spacing of improvements or buildings.

**To the best of your ability explain how the aforementioned apply to your request** (may include attachments):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please submit a site plan, drawn to scale, showing area of event, parking and other buildings or uses on the property.*

**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's Signature  
*(If in LLC or Corp. name please provide authorization to sign)*

\_\_\_\_\_  
Date

**HORRY COUNTY  
ZONING BOARD OF APPEALS**



**2017 MEETING SCHEDULE**

<b><u>APPLICATON DEADLINE</u></b>	<b><u>MEETING DATE</u></b>
JANUARY 5, 2017.....	FEBRUARY 13, 2017
FEBRUARY 2, 2017.....	MARCH 13, 2017
MARCH 2, 2017.....	APRIL 10, 2017
MARCH 30, 2017.....	MAY 8, 2017
MAY 4, 2017.....	JUNE 12, 2017
JUNE 1, 2017.....	JULY 10, 2017
JULY 6, 2017.....	AUGUST 14, 2017
AUGUST 3, 2017.....	SEPTEMBER 11, 2017
AUGUST 31, 2017.....	OCTOBER 9, 2017
OCTOBER 5, 2017.....	NOVEMBER 13, 2017
NOVEMBER 2, 2017.....	DECEMBER 11, 2017
NOVEMBER 30, 2017.....	JANUARY 8, 2018

*Meetings are held at 5:30 p.m. at the Horry County Government Center, Conference Room B, located at 1301 Second Avenue in Conway, South Carolina*