

**Planning & Zoning Department**  
1301 2nd Ave.  
Suite 1D09  
Conway, SC 29526



**Phone:** 843-915-5340  
843-205-5340  
**Fax:** 843-915-6340  
  
www.horrycounty.org

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

### **VARIANCE**

**All applications will be reviewed by an authorized Planning and Zoning staff member prior to acceptance to verify that the application is complete and all required documents are provided.**

**Incomplete applications will not be accepted.**

**Applications regarding commercial uses, survey plats and signage will not be accepted without a plan review sheet signed by a Planning and Zoning commercial plans reviewer listing the exact variance/s needed. Commercial uses, survey plats and signage must be submitted to the Planning and Zoning Department for review prior to the submittal for a variance.**

### **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 this is a commercial project a signed review sheet by the plans reviewer must be included with this application.**
3. 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;
4. 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 _____			Commercial Review sheet (if applicable)	Y	N

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

\_\_\_\_\_  
**Date**

**VARIANCE REQUEST**

Applicant hereby appeals for a variance from the requirements of the following provisions of the Zoning Ordinance:

Article(s) \_\_\_\_\_ Section(s) \_\_\_\_\_

**Description of Request:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Required Front Setback: \_\_\_\_\_

Requested Front Setback: \_\_\_\_\_

Required Side Setback: \_\_\_\_\_

Requested Side Setback: \_\_\_\_\_

Required Rear Setback: \_\_\_\_\_

Requested Rear Setback: \_\_\_\_\_

Required Bldg. Separation: \_\_\_\_\_

Requested Bldg. Separation: \_\_\_\_\_

Required Minimum Lot Width: \_\_\_\_\_

Requested Min Lot Width: \_\_\_\_\_

Required Min Lot Width/Bldg Site: \_\_\_\_\_

Requested Min lot Width/Bldg Site: \_\_\_\_\_

Required Max Height of Structure: \_\_\_\_\_

Requested Max Height of Structure: \_\_\_\_\_

**Are there Restrictive Covenants on this property that prohibit or conflict with this request? Y N**

A variance may be granted in an individual case of unnecessary hardship if the Board makes and explains in writing the finding as stated below:

1. There are extraordinary and exceptional conditions pertaining to the particular piece of property.
2. These conditions do not generally apply to other property in the vicinity.
3. Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property.
4. The authorization of a variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by the granting of the variance.
5. The Board may not grant a variance the effect of which would be to allow the establishment of a use not otherwise permitted in a zoning district, to extend physically a nonconforming use of land, or change the zoning district boundaries shown on the official zoning map. The fact that property may be utilized more profitably, should a variance be granted, may not be considered grounds for a variance.

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

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

The following documents are submitted in support of this application: (an accurate legible plot plan prepared by a registered architect, engineer or surveyor showing property dimensions and locations of all existing and proposed structures may be required)

\_\_\_\_\_

**Applicant 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.**

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
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*