**ZONING BOARD OF APPEALS**

**SUBMITTAL REQUIREMENTS**

**APPEAL**

**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

<table>
<thead>
<tr>
<th>Date Filed</th>
<th>Request #</th>
<th>Energov #</th>
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</table>

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 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

<table>
<thead>
<tr>
<th>Have Survey:</th>
<th>Y</th>
<th>N</th>
<th>Property Owner (s) Have Signed:</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have Business License (If Applicable)</td>
<td>Y</td>
<td>N</td>
<td>Have HOA Approval (If Applicable)</td>
<td>Y</td>
<td>N</td>
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</table>

County Council District ____________________________

Signature of Zoning Administrator/Asst. Z.A./Deputy Planning Director ____________________________ Date ____________________________
APPEAL REQUEST

The Board of Zoning Appeals shall hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination by the Zoning Administrator.

Article(s) __________________________________________ Section(s) __________________________________________

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

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__________________________________________________________
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’s Signature _______________________________________________ Date __________________________

(If in LLC or Corp. name please provide authorization to sign)
HORRY COUNTY  
ZONING BOARD OF APPEALS  
2020 MEETING SCHEDULE

<table>
<thead>
<tr>
<th>APPLICATION DEADLINE</th>
<th>MEETING DATE</th>
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<tbody>
<tr>
<td>DECEMBER 5, 2019</td>
<td>JANUARY 13, 2020</td>
</tr>
<tr>
<td>JANUARY 2, 2020</td>
<td>FEBRUARY 10, 2020</td>
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<td>JANUARY 30, 2020</td>
<td>MARCH 9, 2020</td>
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<td>MARCH 5, 2020</td>
<td>APRIL 13, 2020</td>
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<td>MAY 11, 2020</td>
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<td>DECEMBER 14, 2020</td>
</tr>
<tr>
<td>DECEMBER 3, 2020</td>
<td>JANUARY 11, 2021</td>
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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