



**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

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 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 _____

**HORRY COUNTY
ZONING BOARD OF APPEALS
2020 MEETING SCHEDULE**

<u>APPLICATION DEADLINE</u>	<u>MEETING DATE</u>
DECEMBER 5, 2019.....	JANUARY 13, 2020
JANUARY 2, 2020.....	FEBRUARY 10, 2020
JANUARY 30, 2020.....	MARCH 9, 2020
MARCH 5, 2020.....	APRIL 13, 2020
APRIL 2, 2020.....	MAY 11, 2020
MAY 7, 2020.....	JUNE 8, 2020
JUNE 4, 2020.....	JULY 13, 2020
JULY 2, 2020.....	AUGUST 10, 2020
AUGUST 6, 2020.....	SEPTEMBER 14, 2020
SEPTEMBER 3, 2020.....	OCTOBER 12, 2020
OCTOBER 1, 2020.....	NOVEMBER 9, 2020
NOVEMBER 5, 2020.....	DECEMBER 14, 2020
DECEMBER 3, 2020.....	JANUARY 11, 2021

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