Instructions – Submit this application, along with the required information and fee, to the Planning, Building & Zoning Department at 115 Hwy. 17 North, Surfside Beach, SC 29575. Applications are due 30 days prior to the scheduled meeting date and must be complete to be accepted and placed on the agenda. A sign will be posted on the property, and the public hearing will be conducted by the Board of Zoning Appeals.

THE APPLICANT HEREBY REQUESTS:

☐ A Variance as indicated on page 2 of this application (complete pages 1 & 2 only)
☐ A Special Exception as indicated on page 3 of this application (complete pages 1 & 3 only)
☐ An Appeal of a decision of the administrative official as indicated on page 4 of this application (complete pages 1 & 4 only)

Property Address ________________________________ TMP# ______________________________

Property Owner __________________________________________ Daytime Phone ______________________

Applicant __________________________________________ Daytime Phone ______________________

Applicant’s Mailing Address ____________________________ E-Mail Address __________________

Relationship of applicant to owner (same, representative, prospective buyer, other) __________________________

Zoning of Property ____________________ ☐ Commercial ☐ Residential ☐ Planned Development

Information required with application: (Check information submitted)

☐ Scaled plan(s) or plat(s), including elevations of structures and locations of structures (proposed and existing) showing the variance(s) or special exception(s) being requested

☐ Stamped envelopes addressed to property owners within 150 ft. of the property requesting the variance or special exception. The return address of all the envelopes should be labeled as: Planning, Building & Zoning Dept. 115 Hwy. 17 N. Surfside Beach, SC 29575

☐ A list of same property owners on a separate piece of paper for the Planning, Building and Zoning Department file.

☐ Filing fee of $200.00

DESIGNATION OF AGENT [Complete only of owner is not applicant]:

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this application.

Owner Signature ____________________________ Date ________________

I hereby certify that the information on this application and any attachments is correct, that the proposed improvement(s) comply with private neighborhood covenants, if there is any, and that I am the owner of the subject property or the authorized agent of the owner. I authorize the subject property to be posted with a notice of the Board hearing and inspected.

Owners / Authorized Agent Signature ____________________________ Date ________________
VARIANCE FORM

1. Applicant hereby appeals to the Board of Zoning Appeals for a variance from the strict application of the ordinance applicable to the property described on page 1 of this document of the following provisions of the Zoning Ordinance: __________________________________________________________

so that a zoning permit may be issued to allow use of the property in a manner shown on the attached scaled plan or plat, described as follows: __________________________________________________________

For which a permit has been denied by the Development Administrator on the grounds that the proposal would be in violation of the cited section(s) of the Zoning Ordinance.

2. The application of the ordinance will result in unnecessary hardship, and the standards for a variance set by State Law and the ordinance are met by the following facts:

   a. There are extraordinary and exceptional conditions pertaining to the particular piece of property as follows:
       __________________________________________________________

   b. These conditions do not generally apply to other property in the vicinity as shown by:
       __________________________________________________________

   c. 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 as follows:
       __________________________________________________________

   d. The authorization of the variance will not be of substantial detriment to the adjacent property(ies) or the public good, and the character of the district will not be harmed by the granting of the variance for the following reasons: __________________________________________________________

3. The following documents are submitted and attached in support of this application:

   __________________________________________________________

   __________________________________________________________

__________________________________________  __________________________
Signature of Applicant/Owner                      Date
SPECIAL EXCEPTION FORM

To authorize the permitting of special exceptions subject to the terms and conditions for such uses as set forth by the Zoning Ordinance, the board of zoning appeals may approve, approve with conditions, or deny a request for a special exception permit. Special exception permits may be approved only if the board finds that the proposed use:

a. Is in fact a use specifically listed as a special exception for the zoning district in which the use is intended; and
b. Is consistent with the recommendations contained in the Surfside Beach Comprehensive Plan and the character of the underlying zoning district as indicated in the zoning district's "intent"; and
c. Is compatible with existing uses in the vicinity and will not adversely affect the general welfare or character of the immediate community; and
d. Adequate provision is made for such items as setbacks, buffering, and screening (including fences and/or landscaping) to protect adjacent properties; and
e. Will not result in nuisances or other adverse disturbances such as noise, odor, dust, vibrations, glare, overcrowding, or excessive traffic, in excess of what is anticipated for the zoning district or area; and
f. When applicable, will be developed in a way that will preserve and incorporate important natural features; and
g. Complies with all applicable rules, regulations, laws, and the standards of this chapter; and
h. Will not hinder or endanger vehicular traffic or pedestrian movements on adjacent streets.

For Special Exception requests, applicants must list the specific approvals being requested and include documentation to demonstrate compliance with the relevant special exception requirements set forth above. (Add as an attachment if necessary):

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

In granting a special exception permit, the board may attach to it such conditions regarding the location, character or other features of the proposed structure or use as the board may consider advisable to protect established property values in the surrounding area or to promote the public health, safety, or general welfare.
This form is to be used to appeal a decision of the Administrative Official which the appellant believes to be contrary to the meaning of the Zoning Ordinance.

Applicants appealing the decision of the Administrative Official where it is alleged there was an error in any order, requirement, decision, or determination made must submit the following information with the Application and fee to the Planning, Building and Zoning Department at 115 Hwy. 17 N. Surfside Beach, SC 29575.

It is the power of the zoning Board of Appeals to hear and decide appeals where it is alleged there is error in an order, requirement, decision, or determination made by an administrative official in the enforcement of the Zoning Ordinance.

Explain Appeal:

Decision of the Zoning Administrator in which you are appealing (Include Section of Zoning Ordinance):

___________________________________________________

Please explain the reasons you feel the decision is contrary to the meaning of the Zoning Ordinance.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

If you are requesting multiple appeals you must file each appeal separately.

It is understood by the undersigned that while this application will be carefully reviewed and considered, the burden of proving the Administrative Official erred in an order, requirement, decision, or determination rest with the applicant.

___________________________________________________  ______________________________
Signature of Applicant/Owner                               Date