



Town of Surfside Beach Planning, Building & Zoning
829 Pine Drive, Surfside Beach, SC 29575

PHONE: 843.913.6341 FAX: 843.839.0057

Rezoning Application Submission Requirements

1. All rezoning requests shall be submitted in person to the Planning Department at 829 Pine Drive Surfside Beach, SC.
2. If the rezoning request involves multiple properties or sources of ownership, please itemize a list of Tax Map/PIN Numbers and owners.
3. It is imperative a complete application be submitted to the Planning Department.

A completed rezoning application shall consist of the following:

- A. Property owner signatures and any designated agent signature, all PIN numbers to be rezoned with acreage amounts (if you are rezoning only a portion of the PIN please provide a recent survey or dimensions for the portion pertaining to the request). The following must also accompany the application:
 - B. All required information set forth in Division 9: Planned Development.
4. Incomplete applications will be returned to the applicant with no action taken.
 5. Submission deadlines is 30 days prior to the Planning Commission meeting. (The Planning Commission meetings are scheduled for the 1st Tuesday of each month unless otherwise noted).
 6. Applications for rezoning will be listed as a "discussion item" on the Planning Commission agenda prior to being added as a business item on a subsequent meeting.
 7. A public hearing will be scheduled by the Planning Commission to consider each rezoning request. The Planning Commission makes a recommendation as to whether the property should be rezoned. Their recommendation is then forwarded to the Town Council for action.
 8. Town Council holds two (2) readings for each rezoning request following the Planning Commission meeting and recommendations. The Second (2nd) reading is the final reading at Town Council, and the rezoning is complete.
 9. If at any time, the Town Council votes to disapprove any request, the application is denied.

Rezoning requests for the same classification on the same parcel(s) may not be resubmitted for a period of one (1) year from the date of Council disapproval.



2019 REZONING APPLICATION

(PIN) Parcel Identification Number/s			
Area in sq. ft. or acres			
Description of Request <i>(please describe your request)</i>			
Current Use of Property			
Current Zoning District		Requested Zoning Dist.	
Property Location			

Ownership Information:

Name:		
Address:		
City:	State:	Zip:
Phone:	email address:	

Agent Information:

Name:		
Address:		
City:	State:	Zip:
Phone:	Fax:	

Are you rezoning a portion of this property?	Yes	No
You understand open space with this rezoning is required?	Yes	No
Are high traffic patterns a concern in your area?*	Yes	No
*You understand a traffic study may be required?	Yes	No
Is Water & Sewer readily accessible to the development site?	Yes	No
Is any of the site considered a Special Flood Hazard Area?	Yes	No
What road will provide access to the site?		
Approximately how many acres of the site are considered wetlands?		
What is the distance to the nearest waterline?		

SIGNATURE PAGE

Application # _____

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 hereby certifies that they understand that rezoning is only one step in the development process. The Applicant/Agent must also check that all requirements are met with the following: Town of Surfside Beach Stormwater, Flood Damage Prevention Codes, Public Works Department, Fire Department all other applicable departments or agencies.

A rezoning application may be deferred and placed on the following month's agenda if the applicant or a representative is not present at the meeting.

Signature Blocks:

Owners	
<hr/>	
Print Name	Signature
<hr/>	
Print Name	Signature
 Corporation / Partnership	
<hr/>	
Print Corporation/Partnership Name (If in LLC or Corp. name please provide authorization to sign)	
Print Name	Signature
By	

Designation of Agent:
I hereby appoint the person listed below as agent to act on my behalf for the purpose of filing such application for rezoning, as he/she shall deem necessary and proper.
<hr/>
Print agents name
<hr/>
Signature of agent
<hr/>
Signature of owner
<hr/>
Witness Signature

PDD Details

Instructions

Ten (10) copies of this form shall be submitted with the PDD application. If additional space is necessary to fully answer a question, supplemental answer sheets may be attached to this form. If additional space is necessary to answer questions in tables, please reproduce the table and answer the questions in the same manner as shown below.

1. Please provide a statement of intent, in narrative form, describing the proposed project and including details as included below.

2. Proposed uses, acreage, and percentage mixture in project.

Proposed Use	# of units/sq.ft	Acreage	Net Density	Gross Density	Percentage of Project
Total					

3. Proposed Dimensional Standards.

Proposed Use	Lot Area (in sq. ft.)	Minimum Lot Width	Setbacks (in feet)				Height (in feet)
			Front	Side	Rear	Corner Side	

4. Open Space provided.

Open Space Description	Type of open space			Acreage Required	Acreage Provided	Phase	Ownership	
	Common	Active	Passive				Public	Private

5. Will current adopted parking standards be used in this project? _____ Yes _____ No
If no, indicate proposed standards.

Proposed Use	Parking Required

Transportation Improvements

6. How will proposed PDD affect existing infrastructure such as:

a. Roadway capacity. _____

b. Fire/EMS/Police. _____

7. How does the applicant propose to mitigate the effects on the existing infrastructure? _____

8. Will off-site improvements be made as a result of this project? Yes No

If yes, list improvements and date of proposed completion:

Improvement

Date of Completion

9. Will any project improvements be dedicated to The Town of Surfside Beach?

Yes No

If yes, list improvements:

10. What will be the average daily trips generated by proposed project at build-out for each use?

Proposed Use	Average Daily Trip (at build-out)

11. . Attach the following:

- a. Ten (10) copies of 8.5” x 11” location map showing proposed development in context of surrounding area
- b. Ten Copies of 8.5” x 11” conceptual site plan

PDD Checklist:

Please refer to Division 9 Sections 17-370 – 17-379 of the Surfside Beach Zoning Ordinance for all the required information relating to the preparation and submission requirements for a PDD.

Documents	Yes	No
Narrative Complete		
Exterior Appearance of proposed structures		
Proposed uses table complete		
Dimensional standards determined		
Open space calculated		
Access/ADTs addressed		
Proposed improvements listed		
Construction Timetable (proposed start and completion dates)		
Environmental Plan		
Utilities Plan		
Site Plan		
Conceptual Layout/Design Plan attached		
Illustrative Plan attached		
Stormwater Plan (must also be approved by DHEC)		
Other Information – as required by staff and/or Planning Commission for complete review		