



COUNTY COUNCIL OF BEAUFORT COUNTY

Beaufort County Planning & Zoning

Multi Government Center • 100 Ribaut Road
Post Office Drawer 1228, Beaufort, SC 29901-1228
OFFICE (843) 255-2170
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PROCEDURES TO APPLY TO THE ZONING BOARD OF APPEALS (ADMINISTRATIVE INTERPRETATION)

1. Mandatory date of submission _____
2. Date/Time of Hearing _____
3. Filing Fee of \$300.00
4. 10 Copies of application and supporting documents. All documents shall be submitted in packet form and shall be documents submitted to the Director prior to the interpretation being made.
(New information shall not be submitted to the ZBOA)
5. Applicant must submit a detailed narrative covering all aspects and reasons why the administrative interpretation is being sought. **PLEASE NOTE: It will not be the responsibility of the staff to ensure all of the standards are addressed.**
6. **If verbatim minutes are required, the applicant must hire a court reporter for his/her Zoning Board of Appeals hearing and give copy of those verbatim minutes to the Zoning Department for their files. The ZBOA will only provide summary, not verbatim minutes of the proceedings.**
7. The applicant may appear in person or with his/her attorney. **PLEASE NOTE: The Board may postpone or proceed to dispose of a matter on the agenda in the absence of an appearance on behalf of an applicant.**
8. The hearing will be held in the Administration Building, County Council Chambers, 100 Ribaut Road, Beaufort.