

9. Explanation (continue on separate sheet if needed): _____

It is understood by the undersigned that while this application will be carefully reviewed and considered, the burden of proof for the proposed amendment rests with the owner.

Signature of Owner (see Item 5 on page 1 of 2) _____ Date _____
Printed Name: _____ Telephone Number: _____
Address: _____
Email: _____
Agent (Name/Address/Phone/email): _____

UPON RECEIPT OF APPLICATIONS, THE STAFF HAS THREE (3) WORK DAYS TO REVIEW ALL APPLICATIONS FOR COMPLETENESS. THE COMPLETED APPLICATIONS WILL BE REVIEWED FIRST BY THE BEAUFORT COUNTY PLANNING COMMISSION SUBCOMMITTEE RESPONSIBLE FOR THE AREA WHERE YOUR PROPERTY IS LOCATED. MEETING SCHEDULES ARE LISTED ON THE APPLICATION PROCESS (ATTACHED). COMPLETE APPLICATIONS MUST BE SUBMITTED BY NOON THREE WORKING DAYS AND FOUR (4) WEEKS PRIOR FOR PLANNED UNIT DEVELOPMENTS (PUDs) OR THREE (3) WEEKS PRIOR FOR NON-PUD APPLICATIONS TO THE APPLICABLE PLANNING COMMISSION MEETING DATE.

SUBMISSION OF APPLICATION. ALL APPLICATIONS SHALL BE SUBMITTED TO THE APPROPRIATE COUNTY DEPARTMENT. NO APPLICATION WILL BE ACCEPTED UNLESS ACCOMPANIED BY THE REQUIRED FEE. APPLICATIONS RECEIVED BEFORE 12:00 P.M. SHALL BE DATED THE SAME WORKING DAY. APPLICATIONS RECEIVED AFTER 12:00 P.M. SHALL BE DATED THE NEXT WORKING DAY.

PLANNED UNIT DEVELOPMENT (PUD) APPLICANTS ARE REQUIRED TO SUBMIT FIFTEEN (15) COPIES TO THE PLANNING DEPARTMENT. CONSULT THE APPLICABLE STAFF PLANNER FOR DETAILS.

FOR MAP AMENDMENT REQUESTS, THE PLANNING OFFICE WILL POST A NOTICE ON THE AFFECTED PROPERTY AS OUTLINED IN DIV. 7.4.50 OF THE COMMUNITY DEVELOPMENT CODE.

CONTACT THE PLANNING DEPARTMENT AT (843) 255-2140 FOR EXACT APPLICATION FEES.

FOR PLANNING DEPARTMENT USE ONLY:

Date Application Received: _____ Date Posting Notice Issued: _____
(place received stamp below) Application Fee Amount Received: _____
Receipt No. for Application Fee: _____

BEAUFORT COUNTY, SC
PROPOSED COMMUNITY DEVELOPMENT CODE (CDC)
ZONING MAP OR TEXT AMENDMENT / PUD MASTER PLAN CHANGE APPLICATION

APPLICATION PROCESS

Your application will be heard by the following groups before final determination by County Council occurs (approximately five separate hearings for text amendments; approximately five to six for map amendments, depending on the property location) as indicated below:

- 1. Metropolitan Planning Commission** (a subcommittee of the County Planning Commission -- for properties on Port Royal Island including Burton, Grays Hill, Seabrook, and Shell Point areas; and Lady's Island, including Coosaw Island—map amendment only): Generally Third (3rd) Monday of each month, at 5:30 p.m. in the Beaufort City Hall Council Chambers, 1911 Boundary Street, Beaufort, SC 29902.
- 2. The Beaufort County Planning Commission:** First (1st) Monday of each month, at 6:00 p.m. in the County Council Chambers, Administration Building, 100 Ribaut Road, Beaufort, SC. If the first Monday is a County holiday or a County Council meeting day, the meeting will be held on the first Thursday of the month.
- 3. Natural Resources Committee of Beaufort County Council:** generally Third (3rd) Monday of each month, usually at 2:00 p.m. in the Executive Conference Room, Administration Building, 100 Ribaut Road, Beaufort, SC.
- 4-6. County Council:** Second (2nd) and Fourth (4th) Mondays of each month, at 4:00 p.m. usually in the County Council Chambers, Administration Building, 100 Ribaut Road, Beaufort, SC.
 - a. First (1st) Reading
 - b. Second (2nd) Reading
 - c. Third (3rd) and Final Reading (Public Hearing generally prior to final reading)

NOTE: Occasionally meeting locations, dates and times may be changed. Before attending the above listed meetings, please confirm with the Planning Office (phone 843-255-2140) or check the County website at www.bcgov.net (click on "View Full Calendar" on the far right of the home page screen).