



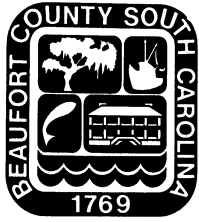
COUNTY COUNCIL OF BEAUFORT COUNTY

Beaufort County Planning & Zoning

Multi Government Center • 100 Ribaut Road
Post Office Drawer 1228, Beaufort, SC 29901-1228
OFFICE (843) 255-2170
FAX (843) 255-9446

PROCEDURES TO APPLY TO THE ZONING BOARD OF APPEALS (SPECIAL USE PERMIT)

1. Mandatory date of submission _____
2. Date/Time of Hearing _____
3. Filing Fee of \$300.00
4. 10 Copies of site plan, application and supporting documents. All documents shall be submitted in packet form.
5. Notice shall be posted on or adjacent to the affected property, such notice being visible from each public thoroughfare abutting the property for cases involving variances or special use permits. (Administration Board, Zoning Board of Appeals – Division 7.5.30. The sign shall be setback no more than five feet from the street right-of-way. Posting notice shall be removed after the date of the hearing. The Zoning Department shall provide the posting notice to the applicant no later than 15 days prior to the meeting date.
6. Site plan must be drawn to scale by a Registered Engineer or Registered Land Surveyor, showing existing and proposed structures. (E.g., houses, septic systems, setbacks, buffers, etc.)
7. Applicant must submit a detailed narrative covering all aspects and reasons why the variance/appeal/special use permit is being sought. **Applications that do not address all of the standards for Special Uses listed in Division 7.2.130 (D) (1) (2) (3) and (4), (See attached excerpt of the (Comm. Dev. Code) will not be heard. PLEASE NOTE: It will not be the responsibility of the staff to ensure all of the standards are addressed.**
8. **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.**
9. The applicant or any party of interest may appear in person or by agent or 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.**
10. The hearing will be held in the Administration Building, County Council Chambers, 100 Ribaut Road, Beaufort.



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
FAX (843) 255-9446

**BEAUFORT COUNTY - ZONING BOARD OF APPEALS
APPLICATION FOR SPECIAL USE PERMIT**

INSTRUCTIONS:

Please fill out this application form completely. Attach any pertinent materials that may help the board members to better understand your request, i.e. photos, maps, drawings, etc. Failure to follow these instructions may result in rejection of your application.

1. Property Owner Name: _____
Address: _____
Home Phone: _____ Work Phone: _____ Email: _____
2. Applicant Name (If different): _____
Address: _____
Home Phone: _____ Work Phone: _____ Email: _____
3. Property Location: Tax District # _____ Tax Map # _____ Tax Parcel # _____ Lot # _____
Street Address: _____
4. Please state the reason for the Special Use Permit. (Attach additional sheets as needed): _____

5. If request is for a non-conforming situation, please state how the nonconformities will be mitigated: _____

6. Date the SRT granted approval/recommendations: _____
7. Signed Recorded Covenant Affidavit.

NOTE: THE BOARD MAY POSTPONE OR PROCEED TO DISPOSE OF THE MATTER ON THE AGENDA IN THE ABSENCE OF THE APPLICANT.

I hereby agree to abide by all conditions imposed by the County of Beaufort in the approval/disapproval of this appeal.

Signature of Applicant

Printed Name of Applicant

Date