

Revised 5/11/20

YORK COUNTY
PLANNING COMMISSION
ADMINISTRATIVE APPEAL INSTRUCTIONS & APPLICATION

ALL MEETINGS ARE HELD IN THE COUNCIL CHAMBERS IN THE YORK COUNTY GOVERNMENT COMPLEX LOCATED AT 6 S. CONGRESS IN YORK AT 6:00 P.M.

THE ATTACHED APPLICATION MUST BE FILLED OUT COMPLETELY. A \$325.00 APPLICATION FEE AND A PLOT PLAN AND/OR CONCEPTUAL SITE PLAN, IF NEEDED, FOR THE PLANNING COMMISSION TO RENDER A DECISION MUST BE SUBMITTED BEFORE A REQUEST CAN BE PLACED ON THE PLANNING COMMISSION AGENDA.

THE FOLLOWING INFORMATION CORRESPONDS WITH THE APPEAL APPLICATION. THESE INSTRUCTIONS ARE PROVIDED TO AID THE INDIVIDUAL IN UNDERSTANDING WHAT INFORMATION IS REQUIRED TO BE SUBMITTED.

GENERAL INFORMATION:

APPLICANT: This is the person who will represent the property owner(s) at the public hearing. Fill in name, full address, and phone numbers.

PROPERTY OWNER: This is the person that is listed with the York County Tax Assessor as the property owner. Fill in name, full address, and phone numbers.

PROPERTY INFORMATION (IF NEEDED):

PROPERTY ADDRESS: Provide the address of the property. The address can be obtained from the York County Public Safety/Communications Department at 803-909-7482 or 803-909-7483 or by accessing the County GIS.

PROPERTY DIRECTIONS: Give specific directions to the property. Begin with a major, heavily traveled road. Landmarks, directional language (north, south, etc.), and distances should be included.

PROPERTY CONDITIONS: Explain the vegetative cover and topography of the land. Examples: partially wooded and sloping from rear to front or front no trees and flat with back wooded and rolling.

PROPERTY TAX MAP #: The Property Tax Map Number can be found on the property tax notice, obtained by calling 803-684-8526, or by accessing the County GIS.

PLAT (SURVEY) OF PROPERTY: This can be obtained from the property owner or the York County Register of Deeds. Indicate, on the plat, the approximate location and distance of all structures and dwellings in relation to all property lines. If a plat does not exist, the deed that indicates property line distances (metes and bounds) will be accepted.

LOT AREA: In this space, provide the size (area) of the lot. You may use either acreage or square footage.

ZONING DISTRICT: Fill in the zoning classification(s) that encumber the property.

USE OF PROPERTY: Describe, in general terms, the current use of the property.

RELEVANT FACTORS PERTAINING TO THE APPEAL:

APPEAL REQUESTED: Explain the appeal request. In your explanation, be specific with the error(s) you believe have been made by the Planning & Development Services staff.

JUSTIFICATION: Explain how and why you have been affected by staff's interpretation of the ordinance, list the interpretation you believe is correct, and the relief you are seeking. Be specific!

APPLICANT'S SIGNATURE: The applicant must sign the form certifying the information is correct and must be signed even if applicant is the owner.

OWNER'S SIGNATURE: This section must be signed by the property owner. Notarized written authorization from the property owner giving the applicant permission to act of his/her behalf can be substituted for property owner's signature.

ADDITIONAL INFORMATION

1. THE PUBLIC HEARING FOR THE APPEAL WILL BE ADVERTISED IN THE LOCAL NEWSPAPER AND NOTIFICATION CONCERNING THE MEETING WILL BE SENT TO THE APPLICANT, PROPERTY OWNER, OR PARTIES TO THE APPEAL. POSTING OF THE PROPERTY IS NOT REQUIRED.
2. THE APPLICATION FILING DEADLINE IS THE FIRST MONDAY OF EACH MONTH (PENDING HOLIDAYS). THE PLANNING COMMISSION WILL HEAR THE REQUEST THE SECOND MONDAY OF THE FOLLOWING MONTH.
3. THE APPLICANT MAY PRESENT, PER DISCRETION OF THE PLANNING COMMISSION CHAIRPERSON, AND ITEMS AND/OR INDIVIDUALS HE/SHE BELIEVES WILL HELP HIS/HER CASE.
4. FIVE OF THE NINE APPOINTED PLANNING COMMISSION MEMBERS MUST BE PRESENT BEFORE ACTION CAN BE TAKEN ON AN APPEAL, AND THE CONCURRING VOTE OF MAJORITY OF THE PLANNING COMMISSION PRESENT IS NECESSARY IN ORDER FOR AN APPEAL TO BE APPROVED.
5. IF THE PLANNING COMMISSION DENIES THE APPLICANT'S APPEAL, THE APPLICANT MAY APPEAL THE DECISION TO THE CIRCUIT COURT AS PROVIDED IN S.C. CODE 6-29-1150(D).

IF FURTHER ASSISTANCE IS NEEDED, PLEASE CALL (803) 909-7278.

**PLANNING COMMISSION
ADMINISTRATIVE APPEAL APPLICATION**

APPLICANT'S NAME _____

EMAIL ADDRESS _____

ADDRESS: _____

NUMBER

STREET

APARTMENT/BOX NUMBER

CITY

STATE

ZIP CODE

PHONE: _____

WORK

HOME

PROPERTY OWNER'S NAME _____

EMAIL ADDRESS _____

ADDRESS: _____

NUMBER

STREET

APARTMENT/BOX NUMBER

CITY

STATE

ZIP CODE

PHONE: _____

WORK

HOME

PROPERTY ADDRESS: _____

PROPERTY DIRECTIONS: _____

PROPERTY CONDITIONS: _____

PROPERTY TAX MAP #: _____

PLAT: PLEASE ATTACH TO APPLICATION

LOT AREA: ACRES: _____

SQ. FEET: _____

ZONING DISTRICT: _____

USE OF PROPERTY: _____

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RELEVANT FACTORS PERTAINING TO THE ADMINISTRATIVE APPEAL

1. **APPLICANT HEREBY APPEALS TO THE PLANNING COMMISSION FROM THE ACTION OF THE PLANNING & DEVELOPMENT SERVICES STAFF THAT AN INTERPRETATION OF THE SUBDIVISION CODE WAS ERRONEOUS AND CONTRARY TO PROVISIONS OF THE SUBDIVISION CODE IN SECTION _____ AS FOLLOWS:**

2. **APPLICATION IS AGGRIEVED BY THE ACTION OR DECISION IN THAT:**

3. **APPLICANT CONTENDS THAT THE CORRECT INTERPRETATION OF THE SUBDIVISION CODE AS APPLIED IS:**

4. **APPLICANT REQUESTS THE FOLLOWING RELIEF:**

5. **IF YOU ARE SUBMITTING ADDITIONAL INFORMATION, PLEASE LIST BELOW:**

I CERTIFY THAT ALL INFORMATION PRESENTED BY ME IN THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BENEFIT:

APPLICANT

DATE

I (WE) CERTIFY THAT I (WE) ARE THE OWNERS OF THE PROPERTY INVOLVED IN THIS APPLICATION AND FURTHER THAT I (WE) DESIGNATE THE PERSON SIGNING AS APPLICANT TO REPRESENT ME (US) IN THIS APPLICATION.

PROPERTY OWNER (S)

DATE

***ATTACHED OWNER'S NOTARIZED WRITTEN AUTHORIZATION IF OWNER'S SIGNATURE CANNOT BE OBTAINED.**

OFFICE USE ONLY

AMOUNT PAID: _____ **CHECK #:** _____

CASH AMOUNT: _____

DATE RECEIVED: _____

RECEIPT NUMBER: _____

DATE FILED: _____

MEETING DATE: _____

ACCEPTED BY:

STAFF SIGNATURE

DATE

Upon completion of your Application, sign the statement below, and return it along with your application by the due date. A copy of this acknowledgment will be attached with your application for our records.

I, _____, have signed that I am aware of the Planning Commission hearing date.

(Hearing Date)

I understand that I will be asked to speak on behalf of my request and that I, or a representative will need to be in attendance. If for some reason I or a representative will not be able to attend the scheduled meeting, I must request a deferral to another date, or withdraw my application, if I do not want my application considered by the Planning Commission.

I acknowledge that failure to attend the meeting does not result in my application being automatically deferred to the next month. The Planning Commission will still hold the hearing on my request and can take any form of action, including denial.

Should my request be denied, I may appeal the decision to the circuit court as provided in S.C. Code 6-29-1150(D).

(Property owner's signature)

(Date)

(Applicant's signature)

(Date)

(Staff's signature)

(Date)