



PLANNING & DEVELOPMENT SERVICES

18 W. LIBERTY STREET, PO BOX 96

YORK, SC 29745-0096

PHONE (803) 909-7200 / FAX (803) 909-7227



Zoning Compliance Application & Checklist

This is to assist with the submittal of a request for a Zoning Compliance and should be used to ensure all appropriate documentation is submitted. Completion of this form is necessary for the following type of applications. Please indicate the type of application you are requesting:

- | | |
|---|--|
| <input type="checkbox"/> Conditional or Special Exception Use | <input type="checkbox"/> Temporary Sign Permit |
| <input type="checkbox"/> Temporary Use | <input type="checkbox"/> Moving a Structure (Excluding a Manufactured Home) |
| <input type="checkbox"/> Change to an Existing Use | <input type="checkbox"/> Altering a site, structure, or landmark within the Historic Overlay (Submit with Building Permit Application) |
| <input type="checkbox"/> Reestablishing a Use after 180 days or more | <input type="checkbox"/> Other _____ (Describe) |
| <input type="checkbox"/> Detached Accessory Structure Less Than 200sf | |
- Structure Type: _____

Zoning Compliance review cost \$50 for residential uses and \$100 for non-residential uses. The review and determination can take up to five (5) business days. Use additional sheets when necessary.

Any submittals that are determined to be incomplete will not be processed, and the applicant will be notified with an explanation of the submittal's deficiencies. To prevent any delays in the review process, please use this checklist as a guide.

All Zoning Compliance requests should contain the attached Zoning Compliance Application AND the following information:

Conditional or Special Exception Use, Temporary Use, Change to an Existing Use, Reestablishing a Use:

- Narrative** – Written narrative explaining the nature of the request
- Other relevant factors pertaining to the request

Detached Accessory Structure:

- Site Plan/Plat** – With setbacks clearly labeled showing distances from all 4 property lines, and showing any easements or right-of-ways that exist on the property
- Sketch/Drawing** – Documentation that shows what the structure will look like, and provides a clear understanding of materials being used for construction
- Accessory Building Letter of Acknowledgement**
- Homeowners Association (HOA) Approval** – If applicable

Temporary Sign:

- Plan** – Drawing, rendering, or picture illustrating the sign content, including height/size of sign
- Site Plan/Plat** – Showing where the temporary sign will be located with setbacks if freestanding; OR
- Building Elevation** – Showing location of wall sign on building
- Dates:** Signs will be erected: _____ Signs will be removed: _____

Moving a Structure:

- Narrative** – Written narrative explaining the nature of the request
- Other relevant factors pertaining to the request

Altering a site, structure, or landmark within the Historic Overlay

- Building Permit Application** – All necessary documentation required for a building permit, depending on the type of alteration
- Narrative** – Written narrative explaining the nature of the request
- Other relevant factors pertaining to the request

Any information provided on this document may be subject to the South Carolina Freedom of Information Act and may be disclosed to third parties in accordance with applicable law.



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ZONING COMPLIANCE APPLICATION

Date: _____

GENERAL INFORMATION

Applicant Name: _____ **Phone:** _____

Applicant Address: _____ **Email:** _____

Property Owner Name: _____ **Phone:** _____

Property Owner Address: _____ **Email:** _____

PROPERTY INFORMATION

Property Address: _____

Current Condition: _____

Current Use: _____

Proposed Use: _____

Zoning District: _____ **Tax Parcel ID:** _____

Acreage: _____ **# of Buildings:** _____ (Current) _____ (Proposed)

Describe the proposed project in detail:

*****Acknowledgement of SC 6-29-1145***** Is this parcel of land restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity that is being applied for? **Yes** **No**

General Acknowledgement

- I certify to the best of my knowledge that all information provided herein is true and correct and all work performed under this permit shall conform to the plans and specifications herewith submitted and to all applicable Building Codes and Laws and Ordinances pertaining thereto.
- Plans submitted in association with this application are owned by the applicant or agent of, and has permission to use them.
- I further understand that if any information provided is found to be incorrect or falsely stated that this permit will be null and void and that I may be responsible for violation of other related state laws and local ordinances.
- I certify no construction or portion of construction will be built over or under any electrical, water, sewer, storm water or any other utility easements or rights-of-way.

Applicant Signature

Applicant Title

Applicant Printed Name

Date

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For Staff Use:

Date Submitted: _____ **Date Deemed Complete:** _____ **Checked By:** _____

Case Number (if applicable): _____