CLARENDON COUNTY, SOUTH CAROLINA
PLANNING DEPARTMENT
411 Sunset Drive Manning, SC 29102
Ph. 803-435-8672 Fax 803-435-2208

OFFICIAL ZONING MAP AMENDMENT APPLICATION

Date Submitted: _____ Project Number: _____

Project Name: _____

Tax Map Number: _____

Attach Complete Legal Description, i.e., metes and bounds or subdivision lot number and plat book and page.

General Location: _____

_____

Current Zoning: _____ Requested Zoning: _____

Existing Use of Property: _____

_____

Size in Acres: _____

Proposed Use of Property: _____

_____

Applicant/Representative: (Contact Person) _____

Address: _____

Telephone Number: _____ Fax Number: _____

Property Owner's Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

If the applicant is someone other than the property owner, the applicant must include a statement signed by the property owner which authorizes the applicant to apply for the specific purpose and location on his behalf. Such statement must be attached to the application.

CERTIFICATION

I hereby certify that I have read this application and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable County Ordinances and State Laws related to land development. I am the property owner, or his authorized agent, of the subject site.

_____

Authorized Printed Agent Name, Signature, and Date

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ZONING MAP AMENDMENT APPLICATION INSTRUCTIONS

The following zoning map amendment instructions are provided for the assistance of the applicant and may be modified from time to time as the need dictates. **It is the applicant's responsibility to ensure that the current requirements of the applicable portions of the County's Unified Development Code are met.** This requirement process is based on the requirements of Section 6-29-760, SC Code of Laws and Section 91 et. seq. of the Unified Development Code.

In accordance with the provisions of 6-29-1145 of the SC Code of Laws, you (the applicant) must let us know if there are any restrictive covenants on the tract or parcel of land that is contrary to, conflicts with, or prohibits the requested activity.

1. Prior to initiation of the amendment process, applicants must arrange a pre-application conference with the Planning Department staff to discuss the prospective development. A tentative schedule for completion of the amendment process will be prepared and any additional requirements identified.
2. At a minimum, the application package shall include the following:
   a. A signed application form, including authorization statement described below
   b. A signed copy of this instruction form
   c. A boundary survey, or plat, depicting the subject property
   d. Payment of a non-refundable fee of $300.00

   Incomplete applications will be returned and the matter rescheduled for a future date.
3. If the applicant is someone other than the property owner, the application must include a statement signed by the property owner that authorizes the applicant to apply for this specific purpose and location on his behalf and must be attached to the application form.
4. **Applications shall be submitted no later than 30 days prior to the Planning Commission (PC) meeting at which the application is to e considered.**
5. The staff will transmit a notice of the PC meeting to adjacent property owners, as determined by the Public Records of the County, and any other parties indicating interest in such notices, not less than 10 days prior to the PC meeting.
6. The staff will prepare a written report that includes a draft adoption ordinance and, at a minimum, evaluates the following:
   a. Consistency with the Objectives and Policies of the Comprehensive Plan; and
   b. Correction of an error, or deficiency, in the Official Zoning Map adopted on December 28, 1999; and
   c. Compatibility with the adjacent land uses.
7. The staff report shall be transmitted to the PC members and the applicant no later than 7 days prior to the PC meeting at which the matter will be considered.
8. The applicant, or his representative, is required to attend the meeting at which the application is considered. **Failure to attend the meeting shall result in the application being automatically tabled until the next available meeting.** Although the PC consideration of the request is not a public hearing, the applicant should expect some public discussion regarding the application.
9. Upon completion of the PC consideration of the request, the staff will provide the applicant with written notification of the PC recommendation and the application will be scheduled for consideration by the County Council at their next available meeting.
10. All decisions by the Planning Commission require a majority vote of the appointed members.

11. A zoning map amendment is a quasi-judicial decision meaning the PC discussion operates like an informal courtroom.
12. State laws require an ordinance by the County Council to amend the Official Zoning Map. To pass any ordinance, the Council must provide three (3) readings of the ordinance and conduct an advertised public hearing before an ordinance may be adopted. The ordinance adoption process typically requires a minimum of four (4) months to complete.
13. Upon recommendation of the PC, the staff shall transmit the staff report and a draft rezoning ordinance to the County Council prior to the first reading of the ordinance.
14. The PC staff will ensure that an advertisement for the County Council public hearing is published not less than fifteen (15) days prior to the CC public hearing date.
15. The PC staff will give the applicant and adjacent property owners written notice of the public hearing date not less than fifteen (15) days prior to the CC public hearing date.
16. The PC staff will ensure that conspicuous notice is posted on, or adjacent to, the subject property will at least one notice on each abutting public thoroughfare not less than fifteen (15) days prior to the County Council public hearing date.
17. Upon a final decision by the County Council, the PC staff shall provide the applicant with written notification of the decision.
18. If the map amendment is approved, the PC staff shall immediately change the Official Zoning Map to reflect the amendment.
19. An applicant may appeal a decision of the County Council to the Circuit Court **ONLY** if done so within thirty (30) days of the final county Council decision.
20. **Approval of this Zoning Map amendment does not release the applicant from obtaining all other necessary County development permits, building permits, street number assignments and applicable state and/or federal agency permits prior to beginning operation, or receiving a Certificate of Occupancy.**

CERTIFICATION

I, the undersigned, have read, understand and agree to comply with all of the above information and attachments. **I understand that if I, or my authorized representative, do not attend the PC meeting at which this application is scheduled, the application will automatically be tabled until the next available meeting.**

_____

Typed or Printed Applicant Name, Signature, and Date

_____

Typed or Printed Property Owner Name, Signature, and Date

A copy of these signed instructions shall be attached to the zoning map amendment application.