



**Instructions** – Complete and submit this form, along with the required information and fee, to the Zoning Division office at 75 Calhoun Street. **Applications are due by 12 Noon on the deadline date and must be complete in order to be accepted and placed on an agenda.** A sign will be posted on the property, and a public hearing will be conducted by the Board of Zoning Appeals–Site Design. **Permits authorized by the Board shall not be issued during a five (5) business day appeal period that follows the decision of the Board.** An appeal to the Board during this five (5) business day appeal period stays all further action on the application.

**THE APPLICANT HEREBY REQUESTS:**

- A Variance and/or Special Exception as indicated below and on page 2 of this form.
  - Tree Removal  Landscaping/buffers  Parking surface  Other \_\_\_\_\_
- Reconsideration of a decision of the Board or action of a zoning official (attach Appeal form).
- Extension of an unexpired Variance and/or Special Exception approval.

**MEETING DATE REQUESTED:** \_\_\_\_\_

Property Address \_\_\_\_\_ TMS # \_\_\_\_\_

Property Owner \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Applicant \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Applicant’s Mailing Address \_\_\_\_\_

\_\_\_\_\_ E-mail Address \_\_\_\_\_

Relationship of applicant to owner (same, representative, prospective buyer, other) \_\_\_\_\_

Zoning of property \_\_\_\_\_

Information required with application: (check information submitted)

- Scaled site plan or plat showing the variance(s) or special exception(s) being requested (3 sets)
- Check, credit card or cash (make checks payable to the City of Charleston)

Optional but very helpful information:

- Photographs
- For requests to remove trees, evaluations/reports from certified or qualified arborists
- Letters or petitions from neighbors or organizations directly affected by your request

I certify that the information on this application and any attachments is correct, that the proposed improvement(s) comply with private neighborhood covenants, if there are any, and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be posted with a notice of the hearing before the Board and inspected.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

<b>For office use only</b>	
Date application received _____	Time application received _____
Staffperson _____	Fee \$ _____ Receipt # _____

For **Variance** requests, applicants should list the specific variance(s) being requested and, if possible, explain how the variance test that follows is met (add as an attachment if necessary):

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**Variance Test:** The Board of Zoning Appeals-Site Design is authorized to approve a variance from the requirements of the Zoning Ordinance when strict application of the provisions of the ordinance would result in unnecessary hardship. A variance may be granted in an individual case of unnecessary hardship if the Board makes the following findings:

1. There are extraordinary and exceptional conditions pertaining to the particular piece of property;
2. These conditions do not generally apply to other property in the vicinity;
3. Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property; and
4. The authorization of the variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by the granting of the variance.

In granting a variance, the Board may attach to it such conditions regarding the location, character, or other features of the proposed building, structure, or use as the board may consider advisable to protect established property values in the surrounding area or to promote the public health, safety, or general welfare. (SC Code of Laws Section 6-29-800)



For **Special Exception** requests, applicants should list the specific approval(s) being requested and include documentation to demonstrate compliance with the relevant special exception requirements of the Zoning Ordinance, such as Sec. 54-329, Sec. 54-511(b), or Sec. 54-513 (add as an attachment if necessary):

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**All approvals of the Board shall remain valid for two (2) years from the approval date, unless extended in accordance with the provisions of Section 54-962 of the zoning ordinance. Applicants may not apply for the same request that has been denied by the Board until a period of six (6) months has lapsed.**