



# BOARD OF ZONING APPEALS – SITE DESIGN (BZA-SD)

## APPLICATION FOR VARIANCE, SPECIAL EXCEPTION, RECONSIDERATION, EXTENSION

City of Charleston | Department of Planning, Preservation & Sustainability – Zoning Division  
2 George Street, Charleston, SC 29401 843-724-3765 [www.charleston-sc.gov/bza-sd](http://www.charleston-sc.gov/bza-sd)

This application, along with all required information, must be submitted in PDF format to [BZA-SD@charleston-sc.gov](mailto:BZA-SD@charleston-sc.gov). The applicant will be invoiced for the application fee. **Applications are due by 12:00 noon on the deadline date and must be complete 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 cannot be issued during a five (5) business day appeal period following 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.

**REQUESTED BZA-SD MEETING DATE:** \_\_\_\_\_

### THE APPLICANT HEREBY REQUESTS:

A Variance and/or Special Exception as explained 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.

<b>Property Address:</b>	<b>TMS #:</b>
<b>Zoning of Property:</b>	
<b>Property Owner(s):</b>	<b>Phone #:</b>
<b>Applicant:</b>	<b>Phone #:</b>
<b>Applicant's Mailing Address:</b>	
<b>Applicant's Email:</b>	
<b>Relationship of Applicant to Owner (same, representative, buyer, other):</b>	

### Information required with application: (check information submitted)

Scaled site plan or plat showing the variance(s) or special exception(s) being requested

Photographs of the site, grand trees to be removed, quality trees to be saved by removing others, etc.

For requests to remove trees, evaluations/reports from certified or qualified arborists

City of Charleston CSS Account to pay application fee online (visit [www.charleston-sc.gov/css](http://www.charleston-sc.gov/css))

YES or  NO - Is this Property restricted by any recorded covenant that is contrary to, conflicts with or prohibits the proposed land use encompassed in this permit application? (SC Code of Laws § 6-29-1145)

### Optional, but very helpful information:

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>OFFICE USE ONLY</b>	Date/Time Application Received:	Fee:	Staff:
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**VARIANCE REQUESTS:**

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)

**SPECIAL EXCEPTIONS:**

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 Article 9, Part 5 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.**