

REZONING APPLICATION

CITY OF CHARLESTON
Department of Planning, Preservation & Sustainability
Zoning Division
2 George St, Third Floor
Charleston, SC 29401

phone: 843.724.3781
fax: 843.724.3772
www.charleston-sc.gov

APPLICATION MUST BE PRINTED IN COLOR

Planning Commission Meeting Date Requested _____

PROPERTY DESCRIPTION

Property Address/Location: _____

TMS #: _____ County: _____

Acreage: Total _____ Highland _____ Critical Area _____ FW Wetlands _____

Deed Recorded: Date _____ Book _____ Page _____

Plat Recorded: Date _____ Book _____ Page _____

Restrictive Covenants Recorded: None Yes - Book _____ Page _____

Request zoning change from: _____ to: _____

Reason for requested rezoning: _____

Owner: _____

Address: _____

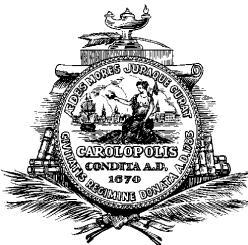
Phone: _____ Fax: _____ E-Mail: _____

Applicant: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Relationship to Owner: Engineer/Surveyor/Architect Attorney Prospective Buyer
 Representative/Other _____



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Information Required:

- Tax map indicating the subject property
- Recorded plat of the subject property
- Rezoning application fee (check or cash payable to the City of Charleston)
- For PUD applications, 15 copies of PUD Master Plan

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. I authorize the subject property to be posted and inspected and this application to be heard by the Planning Commission of the City of Charleston on the meeting date requested.

Owner _____ Date _____
(ORIGINAL SIGNATURE OF THE PROPERTY OWNER IS REQUIRED)

REZONING APPROVAL PROCESS

The rezoning process usually takes three to four months to complete.

1. PRE-APPLICATION REVIEW - Meet with City staff to receive comments on the proposed rezoning.
2. PLANNING COMMISSION - Submit completed **color** application, rezoning fee, tax map and recorded plat to the Zoning Division by 12:00 pm on the deadline date to be placed on the Planning Commission agenda. Application must have original signature of the owner; faxed and/or copied applications will not be accepted. Staff will review the application. Incomplete submittals will not be placed on the Planning Commission agenda. The Planning Commission will hold a public hearing and make a recommendation to City Council for approval, approval with conditions, disapproval or deferral of the rezoning.
3. CITY COUNCIL - After the Planning Commission makes its recommendation, the application will be forwarded to City Council where another public hearing will be held approximately one month later. City Council will then give the application first reading and make a decision to approve or disapprove the requested rezoning. Rezoning approvals require a subsequent second and third reading, typically at the next scheduled Council meeting, before the rezoning is ratified.

FOR OFFICE USE ONLY:

Application Received

Date _____ Time _____ Fee _____ Receipt _____
Staff _____ Application Complete? Yes No

Planning Commission recommendation:

The Planning Commission heard the rezoning application and its recommendation to City Council is as follows:

Approval Approval with Conditions Disapproval

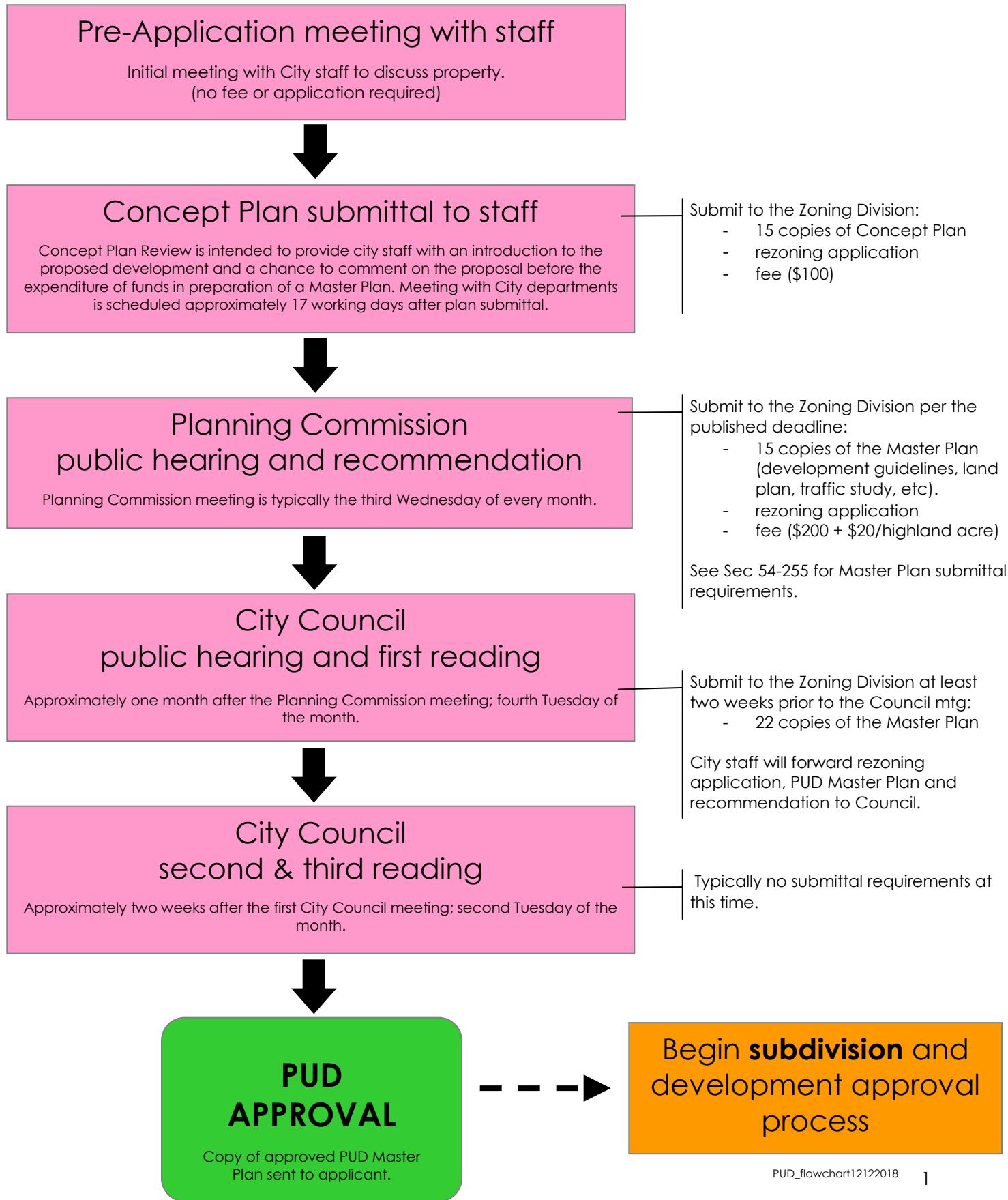
Comments: _____

Date _____

Chairman or Zoning Official

PUD MASTER PLAN/REZONING APPROVAL PROCESS

CITY OF CHARLESTON
Department of Planning, Preservation & Sustainability
Zoning Division





PLANNED UNIT DEVELOPMENT MASTER PLAN REQUIREMENTS CITY OF CHARLESTON

The following should be submitted as a complete package (15 sets) and should accompany an original rezoning application form and rezoning application fee for a Planned Unit Development. **Refer to the City of Charleston Zoning Ordinance Article 2, Part 7 for a complete description of the PUD district including requirements, procedures for review, amendments, etc.** Applications missing any of the following components will be considered incomplete and will not be placed on the Planning Commission agenda for rezoning.

SITE SURVEY (survey of the project area prepared by a registered land surveyor)

- Exact location, size, shape, gross acreage, highland acreage, wetland acreage & ownership of tract
- Location of all grand trees
- Location and description of all existing easements
- Location of all freshwater and saltwater wetlands/critical area with a stamp or verification of accuracy from OCRM and/or Corps of Engineers
- Location of existing manmade features (structures, utility lines, drainage canals, etc.)
- Topographic information
- Location and description of cultural resources as identified by local & state agencies

INFRARED PHOTOGRAPH

- For projects ten acres or more

LAND USE PLAN (site plan to scale – this does not have to be detailed down to the configuration of individual lots but should show areas of specific proposed land uses)

- Project location
- Location of each type of land use/pod (residential, commercial, open space, wetlands, right-of-ways, water bodies, etc.) and any notes pertinent to those uses.
- Area breakdown (net, gross, types of use, open space, wetlands, right-of-ways, water bodies, etc.)
- Density and maximum number of lots allowed (per each land use and overall total)
- Grand trees
- Required and elective buffer
- Location of cultural resources

DEVELOPMENT GUIDELINES (bound text document with project description and development standards)

- PUD Title and Date
- Section 1. Relationship to the Zoning Ordinance of the City of Charleston (see attached example)
 - Approval of PUD Master Plan (date and ordinance number)
 - Relationship to the Zoning Ordinance of the City of Charleston (incorporation, regulations, definitions, administration, enforcement, etc.)
- Section 2. Introduction including an Executive Summary and Background Information
 - Project Location
 - Total Area
 - TMS #
 - Property Owner/Developer
 - Current zoning
 - Background information
 - Development summary
 - Goals for project
- Section 3. Land Use
 - Area breakdown (highland + wetlands = gross area)
(Buildable area + total open space + buffers + right-of-way + etc = gross area)
 - Net Density and maximum number of lots allowed
 - Development pods – zone district label, brief description, area for each, density for each, etc.
- Section 4. Zoning Criteria (for each development pod)
 - Type of unit allowed (commercial bldg, mixed use, single-family detached, single-family attached, multi-family)

Section 4. Zoning Criteria (for each development pod) continued

- _____ Minimum lot size
- _____ Minimum lot frontage (including cul-de-sacs)
- _____ Minimum setbacks (including any exceptions – i.e. stairs, porches)
- _____ Maximum lot occupancy
- _____ Maximum height (height district)
- _____ Accessory building - setbacks, max area, max height, use
- _____ Parking requirements
- _____ Loading dock requirements for commercial uses
- _____ Permitted uses for each pod/zone district (note specific uses allowed/prohibited or reference Zoning Ordinance as applicable)

Section 5. Open Space (required for PUDs that are 10 acres or more)

- _____ Total open space area (min. 20% of gross area)
- _____ Total usable open space area (min. 25% of total open space)
- _____ Conceptual plan for open space (usable and passive) including open space components and corresponding areas (trails, marsh, parks, buffers, etc)
- _____ Ownership and maintenance of open space
- _____ Include open space definitions from Zoning Ordinance

Section 6. Buffers

- _____ Required landscape buffers – location and composition (type, width and planting schedule – see Zoning Ordinance)
- _____ Critical line buffer (width, building setback, composition, jurisdiction – see Zoning Ordinance)
- _____ Elective buffers (width, composition, etc.)
- _____ Ownership and maintenance

Section 7. Tree Summary

- _____ Summary of existing conditions
- _____ Tree protection standards pursuant to City of Charleston Zoning Ordinance

Section 8. Right-Of-Way

- _____ Public or private roads (built to City of Charleston standards)
- _____ Right-of-way width and pavement width
- _____ Curb and gutter or swales
- _____ Sidewalk (location, composition, width)
- _____ Right-of-way cross section
- _____ Any change in r/w material subject to approval by City Engineer
- _____ Right-of-ways must accommodate emergency vehicles and public service (i.e. garbage collection) vehicles

Section 9. Drainage Basin Analysis

- _____ Flood zone, community panel number and date
- _____ Topography
- _____ Existing drainage
- _____ Wetlands verification (fresh and saltwater)
- _____ Preliminary stormwater techniques
- _____ City of Charleston and DHEC/OCRM guidelines

Section 10. Traffic Study (may be provided under separate cover - note accordingly)

Section 11. Cultural Resources (may be provided under separate cover – note accordingly)

- _____ Information resource
- _____ Findings
- _____ Protection plan

Section 12. Letters of Coordination

Water, Sewer, Power, Telephone, Cable, School District, etc.

Section 13. Any Additional Information/Criteria (i.e. form-based design criteria, sustainable development criteria, photographs, axonometric sketches,



PLANNED UNIT DEVELOPMENT MASTER PLAN REQUIREMENTS CITY OF CHARLESTON

RELATIONSHIP TO THE CITY OF CHARLESTON ZONING ORDINANCE

The Development Guidelines and Land Use Plan for the _____ Planned Unit Development (PUD), attached hereto and made a part hereof, are part of the PUD conditional use Master Plan application submitted in accordance with the Zoning Ordinance of the City of Charleston, Article 2, Part 7 Sections 54-250, et seq. The Zoning Ordinance of the City of Charleston is incorporated herein by reference, except as amended herein.

No person shall erect or alter any building, structure, or sign on any tract of land or use any tract of land within the _____ PUD except in conformance with these guidelines and regulations. Unless modified herein, definitions of terms used in the _____ PUD Development Guidelines shall follow definitions listed in the Zoning Ordinance of the City of Charleston, as amended from time to time. Administration and enforcement of the adopted _____ PUD Master Plan shall follow Article 9 of the Zoning Ordinance of the City of Charleston.

The _____ PUD Master Plan was approved by Charleston City Council _____ on Ordinance Number _____.