

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: _____

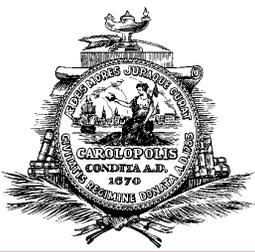
Applicant: _____

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 be 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

Pre-Application meeting with staff

Initial meeting with City staff to discuss property.
(no fee or application required)



Concept Plan submittal to staff

Concept Plan Review is intended to provide city staff with an introduction to the proposed development and a chance to comment on the proposal before the expenditure of funds in preparation of a Master Plan. Meeting with City departments is scheduled approximately 17 working days after plan submittal.

Submit to the Zoning Division:

- 15 copies of Concept Plan
- rezoning application
- fee (\$100)



Planning Commission public hearing and recommendation

Planning Commission meeting is typically the third Wednesday of every month.

Submit to the Zoning Division per the published deadline:

- 15 copies of the Master Plan (development guidelines, land plan, traffic study, etc).
- rezoning application
- fee (\$200 + \$20/highland acre)

See Sec 54-255 for Master Plan submittal requirements.



City Council public hearing and first reading

Approximately one month after the Planning Commission meeting; fourth Tuesday of the month.

Submit to the Zoning Division at least two weeks prior to the Council mtg:

- 22 copies of the Master Plan

City staff will forward rezoning application, PUD Master Plan and recommendation to Council.



City Council second & third reading

Approximately two weeks after the first City Council meeting; second Tuesday of the month.

Typically no submittal requirements at this time.



PUD APPROVAL

Copy of approved PUD Master Plan sent to applicant.



Begin **subdivision** and development approval process



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 _____ (*project name*) _____ 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 _____ (*project name*) _____ PUD except in conformance with these guidelines and regulations. Unless modified herein, definitions of terms used in the _____ (*project name*) _____ 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 _____ (*project name*) _____ PUD Master Plan shall follow Article 9 of the Zoning Ordinance of the City of Charleston.

The _____ (*project name*) _____ PUD Master Plan was approved by Charleston City Council on _____ (*date*) _____, Ordinance Number _____.