

# DEVELOPMENT AGREEMENT APPLICATION

CITY OF CHARLESTON  
Department of Planning, Preservation & Sustainability  
Zoning Division  
75 Calhoun Street, Third Floor  
Charleston, SC 29401

phone: 843.724.3781  
fax: 843.724.3772  
[www.charleston-sc.gov](http://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 \_\_\_\_\_

Objectives and public benefits of the development agreement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Include a copy of the proposed development agreement with this application.

Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*Include additional ownership information on a separate sheet of paper. If there are multiple owners and multiple parcels please identify parcel ownership.*

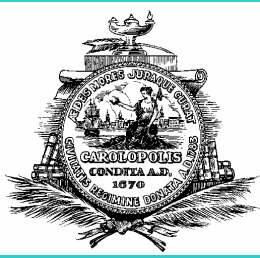
Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Relationship to Owner: ☐ Engineer/Surveyor/Architect ☐ Attorney ☐ Prospective Buyer  
☐ Representative/Other \_\_\_\_\_





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## Information Required:

- ☐ Map indicating the subject property(ies), tax map number(s), address(es) and acreage(s).
- ☐ Development agreement application fee (check or cash payable to the City of Charleston)
- ☐ Completed development agreement application
- ☐ Copy of the proposed development agreement

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(S) IS REQUIRED)

## DEVELOPMENT AGREEMENT APPROVAL PROCESS

The development agreement approval process usually takes three to four months to complete.

1. PRE-APPLICATION REVIEW - Meet with City staff to receive comments on the proposed development agreement.
2. PLANNING COMMISSION - Submit completed **color** application, fee, tax map and copy of the development agreement 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.
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 development agreement. Development agreement approvals require a subsequent second and third reading, typically at the next scheduled Council meeting, before the development agreement is ratified.

## FOR OFFICE USE ONLY:

### Application Received

Date \_\_\_\_\_ Time \_\_\_\_\_ Fee \_\_\_\_\_ Receipt \_\_\_\_\_  
Staff \_\_\_\_\_ Application Complete? ☐ Yes ☐ No

### Planning Commission recommendation:

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

☐ Approval ☐ Approval with Conditions ☐ Disapproval

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Last updated 9/02/02