

# OFFICIAL ROAD PLAN EXEMPTION 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)

Completed application, fee and copies of the survey/recorded plat and proposed development plan must be submitted to the Department of Planning, Preservation and Economic Innovation (Zoning Division) per the published schedule of deadlines and meeting dates. All requirements on the attached checklist must also be satisfied. Application must be printed in **COLOR** and must have original signature(s).

**Requested Planning Commission Meeting Date:** (see published schedule of mtg dates) \_\_\_\_\_

Subdivision/Project Name: \_\_\_\_\_

TMS #: \_\_\_\_\_

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

Geographic Location (i.e. Johns Island): \_\_\_\_\_ County: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Zoning: \_\_\_\_\_

Acreage: Total: \_\_\_\_\_ Highland: \_\_\_\_\_ Critical Area: \_\_\_\_\_ FW Wetlands: \_\_\_\_\_

Proposed use including a description of proposed improvements within the lines of proposed streets or public ways designated in the Official Road Plan : \_\_\_\_\_

Reasons/justification for requesting exemption from the Official Road Plan : \_\_\_\_\_

## CONTACT INFORMATION

NOTE: You must identify all legal property owners. Provide information for additional owners and additional contacts on a separate sheet.

**Property Owner's Name:** \_\_\_\_\_

Address (street/city/state/zip): \_\_\_\_\_

Phone: \_\_\_\_\_ ☐business ☐home ☐cell Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

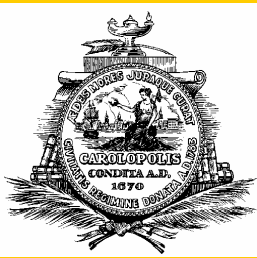
**Applicant's Name & Title:** \_\_\_\_\_

Company's Name: \_\_\_\_\_

Address (street/city/state/zip): \_\_\_\_\_

Phone: \_\_\_\_\_ ☐business ☐home ☐cell Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_



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## SUBMITTAL REQUIREMENTS:

- ☐ Completed Official Road Plan Exemption application
- ☐ Official Road Plan Exemption fee = \$200 + \$20/highland acre (check made to the City of Charleston)
- ☐ Map/Survey indicating the subject parcel(s), tax map number(s), address(es) and acreage(s)
- ☐ Proposed development plan (concept plan, plat, site plan, etc)

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)

## OFFICIAL ROAD PLAN EXEMPTION APPROVAL PROCESS

The Official Road Plan Exemption approval process usually takes three to four months to complete.

1. **PLANNING COMMISSION** - Submit completed **color** application, fee, map/survey and copy of the development plan 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. The Planning Commission shall evaluate the application and make a report within thirty (30) days to City Council, and to any such other public agency as may be appropriate. If no report is made within thirty (30) days of receipt of the application, the Planning Commission shall be deemed to have recommended that the application for exemption be granted. The Planning Commission's report shall recommend: (1) that City Council take official action to exempt the affected property from the restrictions of the Master Road Plan Map; or (2) that City Council initiate action to acquire the property.
2. **CITY COUNCIL** - Upon receipt of the report of the Planning Commission, the governing authority shall, within seventy-five (75) days: (1) take official action to exempt the affected property from the restrictions of the Official Road Plan Map; provided, that such exemption shall have no effect on any applicable zoning restrictions pertaining to permitted uses; or (2) either enter into an agreement to acquire or institute condemnation proceedings to acquire the property affected. Any action to acquire such property may be instituted by City Council or such other public agency as may be appropriate. Failure of City Council to act within seventy-five (75) days of the receipt of the report of the Planning Commission shall be deemed to constitute the granting of the application.

## 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:

- ☐ That City Council take official action to exempt the affected property from the restrictions of the Master Road Plan Map
- ☐ That City Council initiate action to acquire the property.
- ☐ Deferred

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

\_\_\_\_\_

\_\_\_\_\_

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

Chairman or Zoning Official