



# COMPREHENSIVE PLAN MAP AMENDMENT APPLICATION

CITY OF CHARLESTON  
Department of Planning, Preservation & Sustainability  
Planning Division  
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Complete the information below and see page 2 for submittal requirements. Print application in color.

Planning Commission Meeting Date Requested:	
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## PROPERTY DESCRIPTION

Project Name:			
Property Address:			
TMS #:			
County:			Geographic Location (i.e. Johns Island):
Acreage:	Total:	Highland:	Critical Area:
			FW Wetlands:

Property Owner(s):			
Address: (street/city/state/zip)			
Phone:		<input type="checkbox"/> business <input type="checkbox"/> home <input type="checkbox"/> cell	
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 Name:			
Firm's Name:			
Address: (street/city/state/zip)			
Phone:			
E-Mail:			

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)



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## REQUIRED SUBMITTAL INFORMATION:

- Map indicating the subject property(ies), tax map number(s), address(es) and acreage(s).
- Map indicating location of EXISTING comprehensive plan map boundaries relative to subject property.
- Map indicating location of PROPOSED comprehensive plan map boundaries relative to subject property.
- Comprehensive Plan Map Amendment application fee.

## COMPREHENSIVE PLAN MAP AMENDMENT PROCESS

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

1. PRE-APPLICATION REVIEW - Meet with City staff to receive comments on the proposed map boundary change.
2. PLANNING COMMISSION - Submit completed application, fee and other materials noted above to the Zoning Division by 12:00 pm on the deadline date to be placed on the Planning Commission agenda. 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.
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 amendment. Approvals require a subsequent second and third reading, typically at the next scheduled Council meeting, before the amendment is ratified.

## FOR OFFICE USE ONLY:

### Application Received

Date \_\_\_\_\_ Time \_\_\_\_\_ Fee \_\_\_\_\_ Receipt \_\_\_\_\_ Staff \_\_\_\_\_

### Planning Commission recommendation:

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

Approval       Approval with Conditions       Disapproval       Deferral

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

Date \_\_\_\_\_

Planning Commission Chair or Zoning Official