



Variance Request Submission Requirements

1. All variance requests shall be submitted to the Building & Planning Department at 120 N Fraser Street, Georgetown, SC 29440.
2. It is imperative that a complete application shall be submitted to the Planning Department.
3. The Board of Zoning Appeals form and the attached FORM 1 must also be filled out completely and submitted to the zoning officer to be reviewed and placed on the next scheduled Zoning Board of Appeals meeting agenda.
4. A fee of \$150.00 must be paid prior to the request being presented to the board.
5. Failure to submit a complete application will result in the application being returned to the applicant.
6. The applicant must also provide staff with stamped envelopes to be sent to surrounding neighbors informing them of the variance request. (Number of envelopes to be determined by staff.)
7. The owner(s) or applicant(s) are strongly encouraged to attend the meeting.

What Happens after the Application is Accepted?

The Building and Planning Staff will review the application to ensure all pertinent information has been included with the application.

Staff will place a Public Notice in the Newspaper informing the Public of your request and the date in which you request will be heard by the board.

Staff will post a variance request sign in front of the property that you are requesting the variance if your property is located on a corner lot, signs will be placed on both corners.

Packets will be made for the board members including all information that you provided. These packets will be delivered to the board at least one week prior to the meeting. Board members may visit your property to get a firsthand look at the requested variance. Staff will also take pictures of the property to present to the Board the night of the meeting.

CITY OF GEORGETOWN BUILDING & PLANNING DEPARTMENT
Board of Zoning Appeals Variance Request Form

Date Filed: _____

Appeal No: _____

This form must be completed for a hearing for application for a variance. Entries must be printed or type written. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the designation of Agent.

An accurate legible site plan showing property dimensions and locations of structures and improvements must be attached to an application for a variance.

THE APPLICANT HEREBY APPEALS for a variance as stated on attached Form #1:

Applicant(s) [print]: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone [work]: _____ [home]: _____

Owner(s) [other than applicant(s)]: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone [work]: _____ [home]: _____

Property Address: _____

Lot: _____ Block: _____ Subdivision: _____

Tax Map No.: _____ Plat Book: _____ Page: _____

Lot Dimensions: _____ Area: _____

Zoning District: _____

Designation of Agent (complete only if owner is not applicant): I (we) hereby appoint the person named as applicant as my (our) agent to represent me (use) in this application.

Date

Owners Signature(s)

I (we) certify that the information in this application and the attached form(s) is correct.

Date

Applicant Signature(s)

Variance Request Form 1

Date Filed: _____

Appeal No: _____

Variance Requested: _____

1. Applicant hereby appeals to the Board of Zoning Appeals for a variance from the strict application to the property described in the Zoning Board of Appeals Variance Request form (attached) of the following provisions of the Zoning Ordinance:

So that zoning approval may be issued to allow use of the property in a manner shown on the attached site plan, described as follows: _____

For which a permit has been denied by a zoning official on the grounds that the proposal would be in violation of the cited sections(s) of the Zoning Ordinance.

2. The application of the ordinance will result in unnecessary hardship, and the standards for a variance set by State Law and the ordinance are met by the following facts:
 - a. There are extraordinary and exceptional conditions pertaining to the particular piece of property as follows: _____

- b. These Conditions do not generally apply to other property in the vicinity as shown by:

- c. Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property as follows: _____

- d. The authorization of the variance will not be of substantial detriment to adjacent property or the public good, and the character of the district will not be harmed by the granting of the variance for the following reasons: _____

3. The following documents are submitted in support of this application: _____

_____ (a site plan must be submitted).

Date

Applicant Signature