

Task # 3
Overall Task Subject: BZA Special Exceptions
Purpose of this part of task: Modify application filing requirements.

Text Recognition:
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Substituted/added text is bold italics

ARTICLE 3.6 SPECIAL EXCEPTIONS

§3.6.1 APPLICATION FILING

A. Applications for Special Exceptions shall be submitted to the Planning Director on forms available in the Planning Department.

Upon submission of a Special Exception application, no additional Special Exception applications shall be accepted for the subject property until the original application has been withdrawn or the Decision-Making Body has rendered its final decision and all applicable time limits on refileing have expired.

B. ***Complete applications for Special Exceptions shall be submitted no later than 12:00 p.m. on the Friday, six (6) weeks prior to the regularly scheduled Board of Zoning Appeals meeting. Within 15 days of submittal of the application, staff will determine if the application is complete and can be scheduled for the next available Board of Zoning Appeals meeting. Application filing deadlines and Board of Zoning Appeals meeting dates are available at the Planning Department.***

C. No application for a Special Exception shall be accepted as complete unless it includes the required fee and the following information:

1. Completed Special Exception application signed by the current property owner(s).
2. Applicant's letter of intent explaining the proposed use and how it meets the Approval Criteria of Section 3.6.5.
3. Site plan drawn to an engineers scale showing the property dimensions, dimensions and locations of existing and proposed structures and improvements, parking areas, Grand trees, wetlands (***properties containing DHEC-OCRM Critical Line areas must contain an up to date DHEC-OCRM signature on the site plan or plat***), holding basins and buffers when applicable. ***One 24 x 36 copy and one reduced 11 x 17 copy shall be submitted.***
4. A copy of ***a legible*** ~~the~~ approved and recorded plat.
5. ***Restrictive covenants affidavit(s) signed by the applicant or current property owner(s) in compliance with State law.***

6. Any other information that the Planning Director determines is necessary to make an informed decision as to whether the application complies with the standards required by Article 3.6.
- D. All proposed Special Exception uses, except placement of Manufactured Housing, shall satisfy the Site Plan Review process. Applicants shall attend at least one (1) Site Plan Review meeting prior to submitting the application for Special Exception.