

<b>Task # 5</b>
<b>Overall Task Subject: BZA Variances</b>
<b>Purpose of this part of task: Modify application filing requirements.</b>

**Text Recognition:**  
~~deleted text~~ = deleted text  
***Substituted/added text is bold italics***

**ARTICLE 3.10 ZONING VARIANCES**

**§3.10.2 APPLICATION FILING**

- A. Applications for Zoning Variances shall be submitted to the Planning Director on forms available in the Planning Department.
- B. ***Complete applications for Zoning Variances 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 Zoning Variance shall be accepted as complete unless it includes the required fee and the following information:
  - 1. Completed Zoning Variance Application signed by the current property owner(s).
  - 2. Applicant's letter of intent explaining the requested Zoning Variance and how it meets the Approval Criteria of Section 3.10.6.
  - 3. Site plan drawn to 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 3.10.
- D. All proposed Zoning Variances, except single family residential development, shall satisfy the Site Plan Review process. Applicants shall attend at least one (1) Site Plan Review meeting prior to submitting an application for a Zoning Variance.