



Zoning & Planning Department

Charleston County Clearing and Grubbing Packet

Items to be returned to the Planning Department

- A copy of the **site plan drawn to an engineer's scale** showing all grand trees, area to be cleared, and access routes*.
- Any lot abutting a critical line also requires a current signed OCRM delineation.
 - Tree survey or signed letter from Civil Engineer or Landscape Architect, including seal and signature, indicating all trees to be protected or removed, to include dead and damaged trees.
- Letter of Intent for Clearing and Grubbing / Stormwater Application for Single Family Residential & Small Commercial Projects
- Restrictive Covenants Affidavit
- Tree Affidavit

Fees to be paid (cash, check, or credit card)

Fees paid **after** zoning and stormwater review

- \$25 Zoning fee
- \$100 Stormwater fee (permit application will be reviewed by stormwater)

Submit electronically by emailing completed documents with site plan to:

trees@charlestoncounty.org

Additional documents may be necessary for permitting depending on the project.



Zoning and Planning Department
 Joel H. Evans, AICP, PLA, Director
 Lonnie Hamilton III Public Services Building
 4045 Bridge View Drive
 North Charleston, SC 29405
 843.202.7200

Letter of Intent for Clearing and Grubbing

Applicant Information

<i>First Name:</i>	<i>Last Name:</i>
<i>Your Mailing Address:</i>	
<i>Home/Cell Phone #:</i>	
<i>Email Address:</i>	

Property Information

<i>Address:</i>
<i>Zoning District:</i>
<i>Tax Map # / Property Identification #:</i>
<i>Total Acres:</i>
<i>Acres Disturbed:</i>

<i>Please provide a detailed explanation of your proposed use:</i>

<i>Signature:</i>	<i>Date:</i>
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OFFICIAL USE ONLY

Zoning District:	Taken in by:
TMS#:	
Home Occupation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Vacant for more than 2 years: <input type="checkbox"/> Yes <input type="checkbox"/> No
Overlay District: <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Overlay District:
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	By: Date:



Joel H. Evans, AICP, PLA
Zoning & Planning Director

843.202.7200
1.800.524.7832
Fax: 843.202.7222
Lonnie Hamilton, III
Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405-7464

RESTRICTIVE COVENANTS AFFIDAVIT

I, _____, have researched the restrictive covenants applicable to Parcel Identification Number/s (PID #) _____ located at (address/es) _____, and have found that either there are no restrictive covenants applicable to the subject property/properties or that the proposed application is not contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as specified in South Carolina Code of Laws, Section 6-29-1145.

(Signature) (Date)

(Print Name)

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought. (Section 6-29-1145 is copied on the back of this page)

For Staff Use Only:

Received by _____ Date _____ Application Number _____

“Section 6-29-1145.

(A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with or prohibits the permitted activity.

(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity;

- 1. in the application for the permit;**
- 2. from materials or information submitted by the person or persons requesting the permit; or**
- 3. from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holder or by court order.**

(C) As used in this section:

- 1. ‘actual notice’ is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;**
- 2. ‘permit’ does not mean an authorization to build or place a structure on a tract or parcel of land; and**
- 3. ‘restrictive covenant’ does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land.”**



Joel H. Evans, AICP, PLA
Zoning & Planning Director

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TREE AFFIDAVIT

SINGLE FAMILY RESIDENTIAL HOMES

I, _____, hereby certify that proposed development at
(address): _____,

PID # (Parcel Identification #) / TMS # (Tax Map #): _____

will be undertaken without the disturbance, alteration, removal or destruction of any required Grand Tree (24" DBH or greater) as defined in **Article 9.2 Tree Protection and Preservation** of the *Charleston County Zoning & Land Development Regulations Ordinance*.

Tree protective barricades shall be placed around all required trees in or near development areas as described in **Article 9.2.4.B Tree Protection During Development and Construction**.

I assume full legal responsibility for any actions not in compliance with tree preservation requirements of Charleston County. I am aware that violations may result in stop work orders, revocation of zoning and building permits, delays in issuance of certificate of occupancy, fines and replacement of trees as mandated by the Board of Zoning Appeals of Planning Director.

(Owner / Representative Signature)

(Date)

(Print Name)

For Staff Use Only:

Received by _____ Date _____ Application Number _____



**Public Works Department
Stormwater Program**
Lonnie Hamilton III Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405
843.202.7600

Public Works Department Letter of Intent

Applicant Information: PLEASE PRINT

<i>First Name:</i>		<i>Last Name:</i>	
<i>Name of Business:</i>			
<i>Mailing Address:</i>			
<i>Home/Cell Phone #:</i>			
<i>Email Address:</i>			

Property Information

<i>Address:</i>
<i>Tax Map # / Property Identification #:</i>
<i>Will drainage patterns be changed on site?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
<i>NOTE: If YES to above, then site plan must be prepared by design professional as allowed to by the state of South Carolina LLR.</i>

Please provide a detailed explanation of your proposed activity:

<i>Signature:</i>	<i>Date:</i>
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**Public Works Department
Stormwater Program**
Lonnie Hamilton III Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405
843.202.7600

CLEARING AND GRUBBING APPLICATION

EROSION PROTECTION & SEDIMENT CONTROL CERTIFICATION

(5000 sf – 1/2 acres with no proposed development)

Application Date: _____

Applicant Information: PLEASE PRINT

OWNER:		CONTACT:	
ADDRESS:			
CITY:		STATE:	ZIP:
HOME/CELL PHONE #:			
EMAIL ADDRESS:			

Property Information

PARCEL/TMS #:	
DEVELOPMENT ADDRESS:	
CITY:	ZIP CODE:
TOTAL ACRES:	DISTURBED ACRES:
DESCRIBE WORK:	

Owner/Operator must sign the certification below.

I certify under penalty of law that I understand and will comply with the County's Construction Activity Management Requirements for Single Family Residential Structures Disturbing Less than 1 acre in the attached document. I will ensure that the control measures are maintained. I further authorize and consent that Charleston County inspectors may enter upon the premises as necessary to ensure compliance with all related requirements of the *Ordinance* or *Manual*. I further ensure that I have all rights, easements, or permission to be conducting work on the properties for which I have applied.

NAME (please print): _____

SIGNATURE: _____

DATE: _____