

Zoning and Planning Department
Checklist of Requirements
MOBILE HOME ZONING PERMIT



Tax Map Number (Can be found on Tax Bill or provided by staff)

Address to be assigned by 911 addressing (in Planning Dept.)

Tree Survey or Signed Tree Affidavit (in Planning Dept.)

Signed: Restrictive Covenants Affidavit and Land Disturbance with Site Plan (in Planning Dept.)

Paid Receipt from local provider for public water & sewer
-OR-

Septic Tank Approval (from DHEC) and Well Notice of Intent (NOI) Approval Letter from DHEC

Affidavit signed by the property owner or by legal representative if there is existing well/septic or public water/sewer (in Planning Dept.)

Site Plan (3 Hard Copies)

•Drawn to an Engineer's Scale: (1" =10', 20', 30', 40', 50' or 60')

•Information to include in site plan

1. Property dimensions (may be found on a recorded plat, which can be obtained from the RMC Office located at 101 Meeting Street, Downtown)
2. Dimensions and locations of all existing and proposed structures and improvements
3. Setbacks, driveways, etc.
4. Grand Trees (24" DBH or greater) that are in the footprint of a structure, except pines
5. Wetlands/OCRM Critical Line delineated, approved, stamped and signed every five (5) years by Coastal Council (if applicable)

If property is in a flood zone, submit two (2) sets of plans for permanent foundation to be reviewed and approved by Building Services prior to receiving a Mobile Home "Hookup Permit." If property is not in a flood zone, no foundation plans are required.

Fee Required for Zoning and Plan Review of foundation plans

ALL Mobile Home Movers *must* pull permits prior to moving home

NOTE: All payments to Charleston County Zoning and Planning Department are by "CASH" or "CHECK with a valid Driver's License"

IMPORTANT CONTACT INFORMATION:

Planning/Zoning	202-7200	OCRM/Coastal Council	953-0200
Building Service	202-6930	DHEC/Septic/Well	953-0150
Mobile Homes	958-4151 or 958-4142		