

► REZONING PROCEDURE ◀

Where can I get information about Rezoning?

Zoning questions should be directed to the Zoning/Planning Department. The Department is staffed during regular business hours, Monday-Friday 8:30am to 5:00pm, to answer questions.

Prior to filing a Rezoning request, please contact the Zoning/Planning Department to schedule a pre-application meeting. During this informal meeting, discussions will focus on zoning options, surrounding land uses, recent zoning trends, *Charleston County Comprehensive Plan* recommendations and the rezoning process.

What information is necessary to complete the application?

The following information is required in order for an application to be accepted:

- Application with Applicant's Signature, Address, Email and Phone Number; and Property Owner's Signature, Address, Email and Phone Number (all signatures must be original)
 - Current zoning district, requested zoning district, parcel id #, area of county, address, property acreage, deed and plat book and page #'s and approval date
- Copy of the approved and recorded plat showing the current boundaries of the property
- Copy of the current recorded deed to the property (Owner's signature must match documentation)
- Restrictive Covenants Affidavit
- Posted Notice Affidavit
- Fee \$150 + \$10 per acre, the fee is determined by the exact highland/freshwater wetland acreage shown on the plat (check or cash only)
Note: Zoning change requirements and fees vary for Planned Developments (PDs). All PDs must go through a pre-application process.

Additional information for zoning change applicants

If more than one parcel is included in a rezoning request, the parcels may only be placed on the same application if (1) they are in the same zoning district; (2) they are owned by the same person(s) or entity(ies); and (3) the properties are contiguous.

Where do I submit my zoning change request?

The Applicant should schedule a time to submit their complete application and necessary fees in person to a Planner in the Zoning/Planning Department. At the time of submittal, the applicant will be provided a zoning case number, copy of the completed application, receipt and the next available Planning Commission meeting date. Zoning change applications that are deemed incomplete will be returned to the applicant within fifteen (15) days and will be removed from the scheduled Planning Commission agenda.

Who is responsible for processing my request?

Zoning change applications are processed in accordance with Article 3.4, Zoning Map Amendments, of the *Charleston County Zoning and Land Development Regulations*. The Zoning/Planning Department is responsible for processing zoning applications. Zoning/Planning Staff act as facilitators of the *Charleston County Comprehensive Plan* and serve as liaisons between the applicant, citizens, Planning Commission, and County Council. The Zoning/Planning Department also solicits information from other jurisdictions. The Zoning/Planning Staff will field check the site and surrounding area for relevant information such as surrounding land uses, topography, and thoroughfares.

Based on this data, and other information such as adopted County policies and zoning trends, the Zoning/Planning Department will write a Staff Report to assist the Planning Commission and County Council in analyzing a zoning change request.

This report is part of the agenda packet, which is delivered to the Planning Commission 10 days before the meeting and delivered to County Council before the public hearing. A copy of the report is sent to applicants one week before the Planning Commission meeting.

The time period for an application to be processed from the submittal date (with all required documentation) to final determination date is approximately 150 days. The time period is longer for Planned Developments.

Notifications

- The applicant, property owner and all surrounding property owners located within 300 feet of the property and interested parties in the community for which a zoning change is requested will be notified of the Planning Commission Meeting and County Council Public Hearing
- At least 15 days prior to the County Council Public Hearing, the zoning change request will be advertised in the Sunday edition of the *Post & Courier* newspaper and the property will be posted with a "Zoning Change" sign.

Process

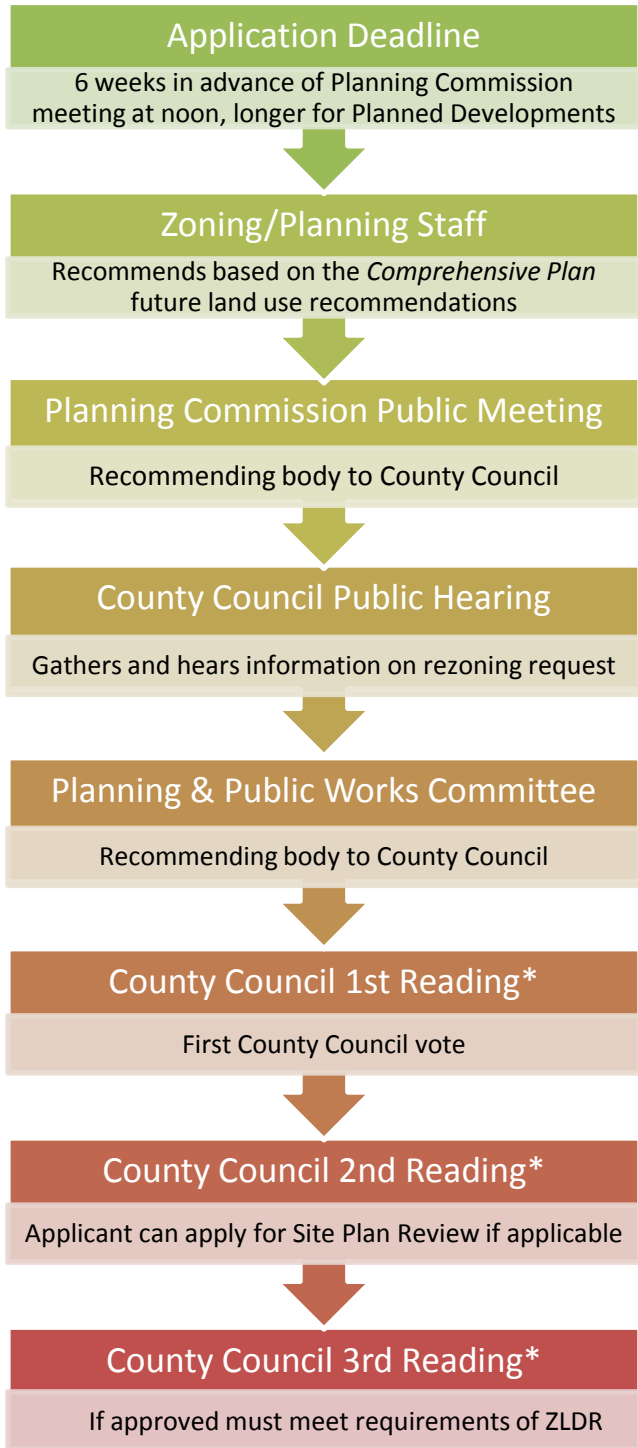
The back of this brochure contains an outline of the rezoning process starting at the application deadline and ending on 3rd reading. Withdrawals of applications that occur after advertisement of any public hearing or after any required signs have been posted on the subject property shall be treated the same as a denied application. Application processing shall terminate upon receipt of written notice from the applicant or owner. Reapplication shall be subject to a 12-month waiting period unless a waiver is granted by County Council.

CHARLESTON COUNTY COMPREHENSIVE PLAN

•LAND USE
•ECONOMIC DEVELOPMENT
•NATURAL RESOURCES

•CULTURAL RESOURCES
•POPULATION
•HOUSING

•TRANSPORTATION
•COMMUNITY FACILITIES
•PRIORITY INVESTMENT



*If disapproved one year waiting period applies unless waiver is approved by County Council

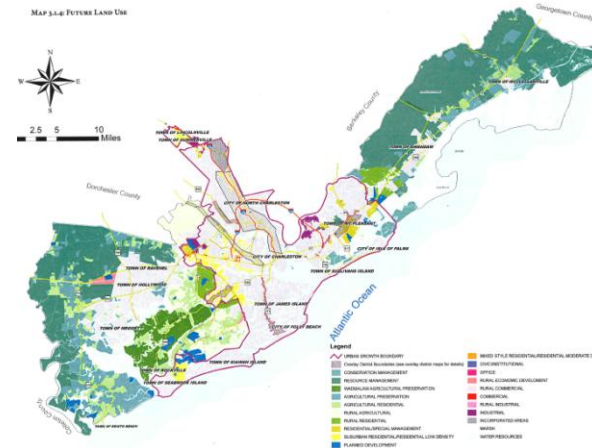
Charleston County Zoning/Planning Department

Lonnie Hamilton III,
Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405



Phone: 843-202-7200
Fax: 843-202-7222

WHAT A DIFFERENCE A ZONING DISTRICT MAKES



WHAT DOES LAND USE HAVE TO DO WITH IT?

The approach to future land use includes a multi-tiered effort that incorporates recommendations for growth management, treatment of major planning efforts, specific land uses and densities within the Future Land Use Plan, and development quality and character through a series of guidelines for the Rural and Urban/Suburban Areas of Charleston County. Combined, these recommendations and the other elements of the Charleston County Comprehensive Plan are the criteria against which all development proposals should be evaluated for conformance with the Comprehensive Plan.