

# ATTENTION:

We're dedicated to keeping operations running to serve the public with a focus on health and safety.

However, we need your help as well and the best way is for you to utilize our online options.

**Subdivision documents or correspondences can be emailed to [subdivision@charlestoncounty.org](mailto:subdivision@charlestoncounty.org)**

**Site Plan Review documents or correspondences can be emailed to [siteplanreview@charlestoncounty.org](mailto:siteplanreview@charlestoncounty.org)**

**Rezoning requests, Planned Development, ZLDR/Comp Plan Amendments and all Historic Preservation Applications or correspondences can be emailed to [ngrimball@charlestoncounty.org](mailto:ngrimball@charlestoncounty.org)**

Charleston County's Online Citizen Access Portal

[https://egovweb.charlestoncounty.org/citizenaccess\\_prod/site/public/main](https://egovweb.charlestoncounty.org/citizenaccess_prod/site/public/main)

At the website, you may apply for or check the status of a permit.

**We are here to help you and can be reached by phone if you need assistance at 843-202-7200 or by email at [planning@charlestoncounty.org](mailto:planning@charlestoncounty.org)**

**Due to current circumstances, as of March 19, 2020, the Charleston County Zoning & Planning Department will be conducting the following processes remotely:**

**Rezoning Requests, Planned Developments, ZLDR/Comp Plan Amendments, and All Historic Preservation Applications**

No submissions will be taken at the front counter until further notice.

Please direct submission correspondence to:

[ngrimball@charlestoncounty.org](mailto:ngrimball@charlestoncounty.org)

### PRE-APP SCHEDULING: REQUIRED FOR ALL CASES

To schedule, please email a pre-application meeting request to the above email address.

Include:

- contact name/phone/email,
- TMS # & site address,
- Type of request (i.e. rezoning, PD, Certificate of Historic Appropriateness, etc.)

Staff will respond with the next available conference call date and time.

After the pre app meeting, staff will email the appropriate application(s) for your request.

### APPLICATION INITIAL SUBMITTAL

Once a pre-application conference call meeting has been completed,

- The applicant may submit a complete application and document package (PDF format) to be reviewed for completeness by email (preferred) or post mail.
- **\*\*Email\*\*** submittals should be sent to the address above.
- **\*\* Post Mail \*\*** applications should include the following:
  - one copy of the application,
  - one copy of any supplemental documentation required by the application,
  - applicable fee (cash or check). This fee amount will be given to you during the pre app conference call, or via email for PD applications. **\*\*Note: checks will not be processed until the application is determined to be complete\*\***

Comments will be returned within one business day following the receipt of the hard-copy or email, as staffing allows.

### FORMAL APPLICATION SUBMITTAL

If the application is determined to be complete, outstanding fees must be paid before formal application will be accepted. Staff will work with the applicant to receive payment and process the formal application submittal.

Cash or check should be mailed to:

**Charleston County Zoning & Planning**  
**4045 Bridge View Drive**  
**North Charleston, SC 29405**

Once payment is processed, the application will be added to the next scheduled Planning Commission or Historic Preservation Commission meeting date, which could be subject to change.

**\*\*If you are unable to correspond via email, please call 843-202-7203.\*\***

**Due to current circumstances, as of March 17, 2020, the Charleston County Zoning & Planning Department will be conducting Site Plan Review processes remotely.**

No submissions will be taken at the front counter until further notice.

Please direct submission correspondence to:

**siteplanreview@charlestoncounty.org**

**SPR  
PRE-APP SCHEDULING**

To schedule, please email a pre-application meeting request to the above email address.

Include:

- contact name/phone/email,
- TMS # & site address,
- explanation of proposed use.

Staff will respond with the next available conference call date and time.

**SPR  
INITIAL SUBMITTAL**

Once a pre-application meeting has been completed,

- The applicant may submit a complete Site Plan Review application and document package (PDF format)  
  
\*\* via the above email address \*\*.
- Additionally, \*\* Post Mail \*\*
  - one copy of the SPR application,
  - one copy of any supplemental documentation,
  - three (3) hard copies of plan documents,
  - review fee (cash or check).

As staffing allows, within one business day following the receipt of the hard-copy documentation, a receipt will be emailed to the Site Plan Review applicant, the next available comment review conference call will be scheduled, and the submission will be placed in the queue for review.

*Please note that all submissions must be complete; miscellaneous documentation will not be accepted until the resubmission process begins.*

**SPR  
RESUBMISSION**

Once all review comments have been addressed,

- Resubmissions shall be forwarded to the above email address (PDF format).
- Additionally, \*\* Post Mail \*\*
  - three (3) hard copies of the plan documents,
  - one copy of any supplemental documentation,
  - applicable fees, if any.

Ensure enclosed transmittal indicates SPR Resubmission.

Once hard-copies are received, the resubmission will be placed in the queue for review.

*Please note that all resubmissions must be complete; miscellaneous documentation will not be accepted until formal resubmission.*