Zoning/Planning

Temporary Special Events
Application Package

Requirements for Agricultural, Residential, Commercial and Industrial Zoning Districts:
A maximum of five (5) Temporary Special Events Permits may be issued per lot, per calendar year, and each permit shall be valid for a maximum of three (3) consecutive days. Each Temporary Special Events Permit shall only be valid for a single event.

Daily event attendance in the AG-15, AGR, RR-3, S-3, R-4, M-8, M-12, MFS, and MHP Zoning Districts shall be limited to 500; Daily event attendance in the RM, AG-10, and AG-8 Zoning Districts shall be limited to 2,000. Commercial and Industrial Zoning District shall comply with the requirements of Article §6.7.3 listed below.

The maximum number of Temporary Special Events Permits allowed per calendar year and/or maximum daily attendance may increase, if the requirements are met and approved in accordance with the Special Exception Procedures.

Permit Approval Requirements

☐ Letter of Intent Application
☐ Review of Special Event Process Checklist
☐ Letter of Acknowledgement from Fire, EMS and Law Enforcement
☐ Legible Site Plan drawn to scale indicating vehicular traffic areas (parking, driveway, circulation, etc.), gathering areas, location of existing and planned structures used as part of the event.
☐ Copy of Article 6.7- Special Event Use
☐ Restrictive Covenants Affidavit
☐ Business License Application
☐ ABL-900 Application for Special Event
☐ Brochure

All events shall adhere to the Charleston County Noise Regulations and all other applicable Charleston County Ordinances.
Applications Guidelines for Special Event Permits

- If Alcohol/Beer/Wine will be served at the event, the Special Event Application must be submitted at least 21 days prior to the start of the festivities.

- When applicable, all Event Vendors (including the server of alcohol) must have the proper ON-SITE ABL License prior to the public's attendance.

- Failure to complete the required application process may result in CANCELLATION of the event and further enforcement actions by the Code Enforcement Office of Charleston County.

☐ An accurate, legible Site Plan drawn to engineer scale showing the following, if applicable:
  - Location of existing or planned structures use as part of the event
  - Vehicular Traffic Areas (parking, driveways, circulation, etc.,)
  - Gathering Area (stage, field, etc.)
  - Restroom Facilities Location
  - Vendors (A copy of Charleston County Business License is required)
  - Food and Drinks

☐ A Letter of Intent to include the following:
  - Date(s) and Time(s) of Event Provided? Yes/ No
  - Location of Event Parcel Number Provided? Yes or No
  - Zoning District Provided? Yes or No
  - Anticipated number of participants will be 500 or less (Yes or No)
  - On-site Food and Drink? Yes or No
  - On-site Vendors? Yes or No
  - (ABL) Alcohol, Beer or Wine License Required? Yes or No
  - Amplified Sound/Music? Yes or No
  - Restroom Facilities Required? Yes or No
  - Garbage Disposal Required? Yes or No

☐ Other needed information, if applicable:
  - Letters of Acknowledgement from Fire, Police, Emergency Services Provided? Yes or No
  - Copy of Charleston County Business License provided? Yes or No
  - Copy of Charleston County Business License for Event Vendor(s) provided? Yes/No
  - Contract for Restroom Facilities Provided? Yes or No
  - Contract for Garbage Collection Provided? Yes or No
  - Appropriate Building Permits Approval Provided? Yes or No

FOR OFFICE USE ONLY

Date Received: ______________ Date Completed: ____________ Zoning Officer: ____________

Comments: ____________________________
# Temporary Special Events

**Letter of Acknowledgement**

**Contact Person(s)**

<table>
<thead>
<tr>
<th>Planning &amp; Zoning Office</th>
<th>843-202-7201</th>
<th>Compliance Supervisor, Lisa McCray</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charleston County Sheriff’s</td>
<td>843-529-6219</td>
<td>Admin. Asst.- Susan Burnsed</td>
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<tr>
<td></td>
<td>843-529-6221</td>
<td>Lieutenant Rita Zelinsky</td>
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<td></td>
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<td>Email: <a href="mailto:sburnsed@charlestoncounty.org">sburnsed@charlestoncounty.org</a></td>
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<td>Sergeant Harold Phillips</td>
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<td>Email: <a href="mailto:rzelinsky@charlestoncounty.org">rzelinsky@charlestoncounty.org</a></td>
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<tr>
<td>Charleston County EMS</td>
<td>843-202-6708</td>
<td>Chief C. Fehr</td>
</tr>
<tr>
<td></td>
<td>843-202-6711</td>
<td>Training Officer Todd McGeorge</td>
</tr>
<tr>
<td>St. Johns Fire Department</td>
<td>843-559-9194</td>
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<tr>
<td>Awendaw Fire Department</td>
<td>843-928-3000</td>
<td>Chief Norris</td>
</tr>
<tr>
<td>St. Paul’s Fire Department</td>
<td>843-889-6450</td>
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<tr>
<td>James Island PSD Fire Dept.</td>
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<td></td>
<td>843-795-5245</td>
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Letter of Intent for a Special Event

Applicant Information

First Name: 
Last Name: 

Mailing Address: 

Home/Cell Phone #: 

Email Address: 

Property Information

Address: 
Name of Event: 
TMS #: 

Day(s) of Event: 
Hours of Event: 

Number of Attendees: 
Zoning District: 

Alcohol to be served: Yes No 
If amplified music is involved, what hours: 

Portable Restrooms: Yes No 
Sanitation Plan: Yes No 

Please provide a detailed explanation of your proposed event:


Signature: 
Date: 

02/03/16
INFORMATION TO INCLUDE ON SPECIAL EVENT SITE PLAN
(See attached sample copy)

- Site Plan must be to drawn to Engineer’s Scale (1” = 10ft, 20ft, 3ft, etc.)
  Indicate which scale is being used

- Arrow showing Northward direction

- Parking:
  ➢ All parking shall be contained on the subject property or on a contiguous property.
  ➢ A recorded, parking agreement shall be required if temporary off-street parking is provided on
    a parcel other than the subject property.
  ➢ At no time shall associated event parking be allowed in a public or private right-of-way
    or access easement.
  ➢ All guest parking must be shown on site plan
  ➢ Entrance/Exits and emergency access routes

- Where Attendees will be located

- Location of restrooms facilities and garbage collection

- Where Vendors will be located, if applicable

- Where activity will occur (band, race route, etc.)

- Any/All structures (stage, tents, green rooms, area for performer(s) to prepare

- Any fence/ barricades

- Location of emergency personnel, if required onsite.

OUTDOOR SPECIAL EVENTS (PRINCIPAL USES AND TEMPORARY SPECIAL EVENTS) With the exception of Special
Events at federal, state, and county parks and legally established fairgrounds, any accessory, outdoor special event
consistent with the definition of “special event,” requires a zoning permit and shall meet all requirements of the ordinance
according to §6.7.3

§6.7.6 INDOOR SPECIAL EVENTS A Zoning Permit shall not be required when hosting an indoor special event in legally
established businesses in commercial and industrial zoning districts and public facilities or civic facilities such as:
hotels/motels, convention centers; social lodge; assembly halls; religious facilities; fairgrounds; federal, state, and county
parks, and similar facilities legally established and authorized to hold special events.
Sample Site Plan

Address, PID # & Property Owner

Notes: On corner & double-frontage lots, front setback standards will apply to each lot line that borders a street. The remaining lot lines will be subject to side setback standards. There is no rear lot line.

*On the site plan you create, show distances in feet where circles are shown on the Sample Site Plan above.

**Label covered/uncovered decks/porches and existing and proposed structures.

Signature of preparer of Site Plan and date it was prepared:

John Doe, August 17, 2013

Note: the municipal Engineer's scale used on the plan.
For example: '1'-20'
Equipment List

- 6 - 2.5ft High Top Table
- 20 - 5ft Round Table
- 216 - 16" x 16" chiavari Chair
- 1 - 3ft Round Table
- 1 - 12ft x 3.5ft Rectangle Table
- 1 - 5' x 3' Beverage Station
- 6 - 8ft x 2.5ft Buffet Table
- 2 - 6ft x 2.5ft Bar
- 1 - DJ/Stand Setup
- 1 - 110ft x 50ft Custom Rectangle Object
- 64 - 2ft x 2ft Dance Floor Tiles
D. Included in accessory construction facilities are temporary batching plants for asphaltic or Portland cement concrete, temporary buildings, field storage of materials and/or equipment.

ARTICLE 6.7 SPECIAL EVENTS USE

§6.7.1 PURPOSE
The intent of this Article is to provide regulations that guide the use of unincorporated properties for the purpose of hosting special events of varying sizes and functions, while protecting the surrounding community. The regulations of this Article shall apply in conjunction with any other standards contained within this Ordinance.

§6.7.2 PRIVATE SPECIAL EVENTS
The following are exempt from the requirements of this Article: private parties and gatherings that do not meet the definition of "special event," as defined in this Ordinance, auctions of private real estate, and estate auctions.

§6.7.3 TEMPORARY SPECIAL EVENTS
Temporary public assembly use and special events, such as cultural events, outdoor concerts and parking for Special Events, shall require a Temporary Special Events Permit from the Planning Director. Such permit shall not be issued for periods in excess of ten (10) consecutive days, and no more than five (5) such permits may be issued per lot, per calendar year, except as otherwise limited by this Article. The requirements of Section 6.7.5 shall apply in addition to the requirements of this Section. Any Temporary Special Event utilizing 25 acres of land area or more shall require Special Exception approval in accordance with the procedures contained in Chapter 3 of this Ordinance.

Temporary Special Events Permits may be issued only if adequate parking and sanitary facilities are provided to serve the proposed use or activity and the site can safely support the proposed activity. The following information is required to be submitted with applications for Temporary Special Events Permits (in addition to the required fee):

A. A detailed Letter of Intent describing the purpose of the event indicating date(s) and time(s), anticipated number of participants, and whether alcohol will be served and if amplified sound (music or other amplified noise) will be utilized;
B. A legible site plan drawn to scale indicating vehicular traffic areas (parking, driveways, circulation etc.), gathering areas, restroom and vendor locations, and locations of existing and planned structures to be used as part of the event;
C. Letters of coordination from Fire, Police, and Emergency Medical Services and Building Inspection Services if applicable;
D. Documentation of Charleston County Business license issuance for the host and participating vendors and copy of valid Department of Revenue license if alcohol will be sold;
E. Documentation from pertinent service providers for restroom facilities and garbage collection; and
F. Other pertinent information as deemed necessary by the Planning Director.
The following requirements shall, in addition to all other applicable requirements of this Ordinance, apply to property located in the Agricultural and Residential Zoning Districts:

A. A maximum of five (5) Temporary Special Events Permits may be issued per lot, per calendar year, and each permit shall be valid for a maximum of three (3) consecutive days;

B. Each Temporary Special Events Permit shall only be valid for a single special event. Multiple Special Events within the same three (3) day time period shall require separate Temporary Special Events Permits;

C. Daily event attendance in the AG-15, AGR, RR-3, S-3, R-4, M-8, M-12, MHS, and MHP Zoning Districts shall be limited to 500;

D. Daily event attendance in the RM, AG-10, and AG-8 Zoning Districts shall be limited to 2,000; and

E. The maximum number of Temporary Special Events Permits allowed per calendar year and/or maximum daily attendance may only be increased if the requirements listed below, as well as all other applicable requirements of this Ordinance, are met and the request is approved in accordance with the Special Exception Procedures contained in this Ordinance. If approved by the Board of Zoning Appeals, the approval is only valid for one (1) calendar year from the date of Zoning Permit issuance.

1. Application.
   a. Compliance with Article 3.7, Site Plan Review, and Article 3.6, Special Exceptions, of this Ordinance is required, provided, however, that the approval criteria contained in this Article shall apply instead of the approval criteria contained in Section 3.6.5.
   
   b. All applications must be signed by the property owner or designated agent.
   
   c. Letters of coordination from the following agencies shall be submitted during Site Plan Review: S.C. Department of Health and Environmental Control (SCDHEC), Charleston County Sheriff's Department, the Charleston County Building Inspections Department, Charleston County Emergency Medical Services (EMS), the appropriate Fire Service provider for the subject property, and a designated solid waste collection/disposal company or a letter indicating a private method of waste collection/disposal.

2. Requirements.
   a. The subject property or properties shall contain a minimum of ten (10) combined acres of highland area and must border a public Arterial Street, as defined in this Ordinance;
   
   b. There shall be direct access to a public Arterial Street, as defined in this Ordinance;
   
   c. No more than twenty-five (25) events shall be allowed per calendar year;
   
   d. Daily attendance shall not exceed 5,000;
e. All structures shall comply with the requirements of this Ordinance, including but not limited to, the density, intensity, and dimensional standards and accessory structure requirements;

f. All parking shall be contained on the subject property or on a contiguous property. A recorded, parking agreement shall be required if temporary off-street parking is provided on a parcel other than the subject property. At no time shall associated event parking be allowed in a public or private right-of-way or access easement;

g. The maximum occupancy of an individual permanent structure shall comply with the occupancy standards of the Charleston County Building Code;

h. All events shall adhere to the Charleston County Noise Regulations and all other applicable Charleston County ordinances;

i. All existing or proposed structures shall retain a residential or agricultural character;

j. A one hundred foot (100’) Type F Buffer shall be required around the perimeter of the property;

k. Special Events shall not begin before 10 am and shall end by 10 pm; and

l. The applicant must hold at least one (1) community workshop prior to the submittal of the Special Exception application and written documentation of the community workshop(s) must be submitted. Written documentation may include, but is not limited to, sign-in sheets, meeting summaries, memos and/or letters from the applicant describing the meeting(s), etc. The purpose of the workshop(s) is to ensure early citizen participation in an informal forum, in conjunction with the development applications and to provide an applicant the opportunity to understand and try to mitigate any impacts an application may have on an affected community. A community workshop is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors.

3. Special Exception Approval Criteria
The approval criteria contained in this Article shall apply instead of the approval criteria contained in Section 3.6.5 of this Ordinance. Applications may be approved only if the Board of Zoning Appeals finds that the proposed use:

a. Is compatible with existing uses in the vicinity and will not adversely affect the general welfare or character of the immediate community;

b. Does not hinder or endanger vehicular traffic and pedestrian movement on adjacent roads;

c. Includes adequate provisions for items such as: setbacks and buffering (including fences and/or landscaping) to protect adjacent properties from the possible adverse influence of the proposed use, such as noise, vibration, dust
glare, odor, traffic congestion and similar factors;

d. Where applicable, will be developed in a way that will preserve and incorporate any important natural features;

e. The setup and disassembly of Special Events will not be detrimental to the surrounding community;

f. Includes sufficient safeguards for the use of temporary structures, if applicable;

g. Complies with all applicable rules, regulations, laws and standards of this Ordinance, including but not limited to any use conditions, zoning district standards, or Site Plan Review requirements of this Ordinance; and

h. Is consistent with the recommendations contained in the Charleston County Comprehensive Plan and the character of the underlying zoning district “Purpose and Intent”.

If approved by the Board of Zoning Appeals, the approval is only valid for one (1) calendar year from the date of Zoning Permit issuance. In granting a Special Exception, the Board of Zoning Appeals may attach to it such conditions regarding the location, character, or other features of the proposed building or structure as the Board may consider advisable to protect established property values in the surrounding area or to promote the public health, safety, or general welfare. Additionally, the Board of Zoning Appeals may require additional conditions of approval including, but not limited to: event days and hours, the number of events per calendar year, limitations on outdoor activities, parking, buffers, and use and location of temporary structures.

If the proposed use is approved by the BZA, the Zoning/Planning Department shall provide written notification to the following agencies, as applicable: S.C. Department of Health and Environmental Control (SCDHEC), Charleston County Sheriff's Department, the Charleston County Building Inspections Department, Charleston County Emergency Medical Services (EMS), and the appropriate Fire Service provider for the subject property.

§6.7.4 SPECIAL EVENTS ESTABLISHED AS PRINCIPAL USES IN COMMERCIAL AND INDUSTRIAL ZONING DISTRICTS

A. Special Events in Commercial and Industrial Zoning Districts shall comply with the requirements of Section 6.7.5 and the following:

1. The establishment of a new Special Events principal use in the CN, CT, CR, CC, and I Zoning Districts shall comply with the requirements of Article 3.7, Site Plan Review, of this Ordinance.

§6.7.5 OUTDOOR SPECIAL EVENTS (PRINCIPAL USES AND TEMPORARY SPECIAL EVENTS)

A. With the exception of Special Events at federal, state, and county parks and legally established fairgrounds, any accessory, outdoor special event consistent with the definition of “special event,” as defined in this Ordinance, must comply with §6.7.3 and a
Zoning Permit shall be required.

B. Any outdoor special event activity as defined by this Ordinance, whether an accessory to an existing business, or on vacant undeveloped property, which is located within 500 feet of the property line of a residentially developed parcel, shall cease all music and all loud noise that is above seventy (70) db(A) no later than 11:00 p.m.; otherwise, this use shall require Special Exception approval consistent with this Article. Distances shall be measured from the site of the special event activity on the subject property to the nearest property line of a lot containing a residential use. Noise levels shall be measured anywhere within the boundary line of the nearest residentially occupied property.

C. All outdoor special event activities will be subject to the County’s livability and/or noise ordinance.

§6.7.6 INDOOR SPECIAL EVENTS
A Zoning Permit shall not be required when hosting an indoor special event in legally established businesses in commercial and industrial zoning districts and public facilities or civic facilities such as: hotels/motels, convention centers; social lodge; assembly halls; religious facilities; fairgrounds; federal, state, and county parks, and similar facilities legally established and authorized to hold special events.

§6.7.7 ZONING PERMIT
A Zoning Permit shall be required prior to commencing special events and shall be maintained for the duration of the Special Events use, following Site Plan Review and Special Exception approval, as applicable. Additionally, a valid, Charleston County Business License is required following zoning permit approval.

§6.7.8 LAPSE OF APPROVAL
A valid Charleston County Business License must be maintained for a principal Special Events use. If this Business License is not renewed annually or is discontinued, for any reason, for a period of at least six (6) consecutive months, then the use shall be considered abandoned. Once abandoned, the Special Exception approval and the Zoning Permit for the Special Events use shall be deemed null and void. Renewal of the Special Events use shall require the approval of the Board of Zoning Appeals (BZA) and compliance with the regulations of this Ordinance.
RESPRITIVE 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 holders 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."
CHARLESTON COUNTY
SPECIAL EVENT BUSINESS LICENSE

BUSINESS NAME: ____________________________________________

OWNER NAME: ____________________________________________

TAX ID # OR SS #: _________________________________________

MAILING ADDRESS: _________________________________________

CITY, STATE, ZIP: _________________________________________

CONTACT NUMBER: _________________________________________

BUSINESS ACTIVITY ____________________ SELLING _________ DISPLAYING

LOCATION OF EVENT: _______________________________________

EVENT NAME: _____________________________________________

DATE OF EVENT: ___________________________________________

ESTIMATED GROSS INCOME: $ __________________________________

MAKE CHECKS PAYABLE TO CHARLESTON COUNTY REVENUE COLLECTIONS

SIGNATURE: _______________________________________________

FOR OFFICE USE ONLY

CLASS: ______________ TYPE: ____________________ SUBTYPE: __________

LICENSE TAX: _______________________

BUSINESS LICENSE OFFICIAL: ____________________ DATE: ___________
Schedule of Fees

Beer and wine only - $10.00 per day
Alcoholic liquors - $35.00 per day
Beer, wine and alcoholic liquors - $45.00 per day

This application MUST BE FILED at least Fifteen days prior to your special event.

Fees must be submitted at the time application is made. If your event is to last past midnight, an additional day's fee is required. Please submit the correct fee at time of application. Fees are nonrefundable should your application not be approved or if you cancel or reschedule your event. If you are not sure of the correct fee to submit, you are advised to call our public assistance number (803) 898-5864 for information. If this application is denied or protested, it may take up to six months to obtain a hearing or decision.

Records Check Information
All principals must attach a criminal records check (CRC), not more than 90 days old. If the principal has lived in SC for more than 2 years, obtain the CRC from SLED at www.sled.state.sc.us or mail requests to: SLED Headquarters, Criminal Records Department, 4400 Broad River Road, P. O. Box 21585, Columbia, SC, 29022. If the principal has lived in SC less than 2 years, obtain a CRC from previous state of residency AND a CRC from SLED. If the principal is not a SC resident, obtain a CRC from current state of residency.

Location Approval
Permits and licenses are issued for a specific location only. Once you have been approved for the location for which you have applied, you cannot transfer the license or permit to another location.

A. Effect of permit or license:
A special event beer and wine permits authorize the sale of beer and wine at special events and allows the consumption of those beverages on the licensed premises. Permits cannot be issued for a period exceeding fifteen days. Permits are issued for fairs and special events. A special event alcoholic liquor license authorizes the sale of alcoholic liquors at bona fide nonprofit functions and are issued to nonprofit organizations only, i.e., educational foundations, bona fide nonprofit organizations (must have an exempt status from the SC Secretary of State) or a political party or affiliate certified by the Secretary of State. If you are not sure of the type of special event liquor license you may qualify for, you are advised to contact the South Carolina Department of Revenue at (803) 898-5864 for clarification before applying. Events extending beyond midnight require an additional day's fee for beer, wine and/or liquor. NON PROFIT ORGANIZATIONS THAT APPLY FOR AND RECEIVE A LIQUOR BY THE DRINK LICENSE ARE PROHIBITED FROM SELLING OR PERMITTING CONSUMPTION OF LIQUOR BY THE DRINK TO ANYONE OTHER THAN THE NON PROFIT ORGANIZATION'S MEMBERS AND THE MEMBERS' BONA FIDE GUESTS.

B. Qualifications for special event permits and/or licenses:
1. Applicant must be twenty-one years of age.
2. Applicant must be a resident of SC for thirty days prior to the date of application.
3. Applicant must be of good moral character and must have attached a criminal records check conducted within the past 90 days.
4. The location, in the opinion of the SC Department of Revenue, must be suitable for sale and consumption of beer, wine, and/or liquor.
5. If applying for a special event alcoholic liquor license, you must submit a copy of the association's charter and bylaws.
6. Must have SC retail sales and/or admission tax license for this specific location; or proof of tax exemption. Contact the License and Registration Section at (803) 896-1350.
7. If an application for a permanent license is pending for this location, a special event license cannot be issued to the same location.
8. If applying for alcoholic liquors, ABL-900 and ABL-100 MUST be filed in the name of the NON PROFIT ORGANIZATION.
9. EFFECTIVE JULY 1, 2008: Must attach completed appropriate residency status verification affidavit. Use Verification of Lawful Presence in the United States - Applicant and Principals (ABL-920) for each principal. Each principal, officer, owner, member and/or partner MUST sign the form. If applicable, include his/her non-citizen alien registration number and attach a copy of all appropriate immigration documents.
10. Must attach Certificate of Authority to do Business in SC from the South Carolina Secretary of State's Office, if applying as a foreign corporation.
11. Additional Requirements: Form ABL-100 (attached) must be completed and returned with your application. Applications for alcoholic liquor license require a copy of the organization's bylaws and nonprofit charter. APPLICATIONS WILL NOT BE PROCESSED WITHOUT THESE.

LEGAL DISCLAIMER
The information provided here is for general guidance only. It should not be considered as, or substituted for, legal advice. The department's staff is not permitted to give legal advice. Please read the laws, regulations, and applicable court decisions carefully before applying.
STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
APPLICATION FOR SPECIAL EVENT BEER,
WINE, AND/OR LIQUOR

This application MUST BE FILED at least Fifteen days prior to your special event.

Check which application type(s) is/are being applied for:

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<tr>
<th>CHECK</th>
<th>TYPE(S) LICENSE APPLYING FOR</th>
<th>GLDC</th>
<th>END DATE</th>
<th>FEE</th>
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<td>Beer/Wine (TBP)</td>
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<td>Alcoholic Liquors (TLP)</td>
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Retail Sales License # ______________________________________________________
Retail Sales Tax Exemption # _______________________________________________
Admission Tax License # ___________________________________________________
or Admission Tax Exemption Cert. (must attach copy of exemption certificate)

1. Applicant's Name________________________________________________________
   Individual, Corporate Charter Name, Partnership Name, or Name of Unincorporated Association

2. Trade Name (doing Business as)_________________________________________

3. Type of Ownership ( ) Sole Proprietor ( ) Partnership ( ) LLC/LLP ( ) Unincorporated Association
   ( ) Corporation Date Incorporated:________________ State Incorporated:____________

4. If a Corporation or Association, are you Publicly Traded? ( ) Yes ( ) No

5. Location address where event is to be held ____________________________________________
   Physical Address (Must Include Street Number)

   City ____________________________________________ County ______________ State ________ Zip Code ____________

6. Federal Identification Number _____________________________________________

7. Business Phone Number ____________________ Home Phone Number ______________

8. Date of Birth ____________________________

9. Mailing Address __________________________________________________________
   Street ____________________________________________

   City ____________________________________________ County ______________ State ________ Zip Code ____________

10. Is this location within SC municipal limits? ( ) Yes ( ) No
    If Yes, which city _____________________________________________________

11. Is the location presently licensed to sell beer, wine, or alcoholic liquor? ( ) Yes ( ) No
    If "Yes," list the licensee's name and File# as it appears on their license or permit. MUST ATTACH COPY OF
    LEASE FOR THIS EVENT.

    Licensee's Name ______________________________________________________
    File # ____________________________

Back of form must be filled out
12. Beginning date of event ___________________________ Beginning Time ______________________ AM PM

   Ending date of event ___________________________ Ending Time ______________________ AM PM

13. What relationship exists between you and the current licensee? ________________________________

   If your function is being held at a licensed location, the person or organization applying for the special event license cannot have ANY relationship with the person or organization holding the permanent license beyond that of lessor-lessee.

14. Type of event (dance, festival, fund raiser, etc.) ____________________________________________

15. Complete this question only if you are applying for a special event alcoholic liquor license.

   Type of organization ( ) Nonprofit organization (submit a copy of your charter)

   ( ) Political party or affiliate certified by the Secretary of State

16. Have you, anyone with a financial interest in this event, or anyone to be employed by you at this event, with or without compensation, ever been convicted of a crime? ( ) Yes ( ) No. Attach explanations of any convictions.

17. Have you attached your criminal records check on all principals obtained from SLED? ( ) Yes ( ) No

18. Are you selling tickets to the event? ( ) Yes ( ) No

19. Are you charging admission? ( ) Yes ( ) No

20. Name of Contact Person__________________________

   Contact's Phone Number (required) ____________________________

UNDER PENALTY OF PERJURY, I DO HEREBY ATTEST/STATE THE FOLLOWING:

GOOD CHARACTER: That, neither I nor any employee to be employed on the licensed premises have been convicted of a crime that I have not disclosed on this application.

CONSENT TO SEARCH: That I consent to the search of the premises covered by the license and/or permit by a SLED agent, law enforcement officer or agent of the South Carolina Department of Revenue.

MEMBERS AND BONA FIDE GUESTS: That in consideration therefore, the Applicant hereby acknowledges the legal prohibition against, and does hereby represent that it will not be, selling and permitting consumption of liquor by the drink at this Special Event to any person that is not a member of the Applicant or a bona fide guest of a member of the Applicant. Bona fide guests shall be limited to those who accompany a member onto the premises or for whom the member has made prior arrangements with the management of the organization.

AFFIRMATION STATEMENT: That by my signature below, the answers given to the questions in this application are true, to the best of my knowledge and that I have not falsified any information given in this application.

Date ___________________________ Applicant's Signature ____________________________

42812032
SC Code Ann. Section 61-2-180 prohibits the issuance of any permit or license under Title 61 unless the South Carolina Department of Revenue determines that the applicant does not owe the State of South Carolina any delinquent taxes, penalties, or interest. If an application is made for a license or permit by a person other than an individual, all principals of such applicant are deemed to be the applicant. S.C. Code Ann. Section 61-2-100(C).

For purposes of processing this application or any renewals of permits or licenses issued under Title 61, the undersigned applicant or principal authorizes the Department of Revenue to release to any party, person or entity, information concerning the applicant’s or principal’s South Carolina taxes. The information that may be released includes, but is not limited to, information relating to delinquent taxes, penalties and interest, outstanding liabilities, or information concerning failure to file returns. For purposes of processing this application and any renewals, the applicant or principal waives the provisions of Sections 12-54-240 and 30-2-10, et seq.

Further, the applicant or principal authorizes S.C. Law Enforcement Division (SLED) to check, examine and release to the Department of Revenue the criminal history record of the applicant or principal and further authorizes the Department of Revenue to share that information with other principals or applicants for purposes of processing the application or any renewal.

This Consent and Waiver shall be effective as of the date set forth below and shall remain in effect until revoked in writing by the applicant or a principal signing this Consent and Waiver or until the applicable permit or license is terminated or revoked. Notwithstanding any other provisions, the Department of Revenue can require a new Consent and Waiver any time it deems necessary.

SOCIAL SECURITY DISCLOSURE
In compliance with the Federal Privacy Act of 1974, the disclosure of an individual’s social security number on this form is mandatory. SC regulation 117-201 provides that any person required to make a return, statement or document to the Department must include identifying numbers on such return, statement or document if the Department requests such information. Social security numbers are primarily used for the purposes of identifying taxpayers and monitoring tax compliance and/or fraud.

1 - 12 is a list of principal types. Each principal type must complete and sign a box below.

Principal Types:
1. The owner (if sole proprietorship);
2. All officers of the business or entity which owns the business;
3. All partners (limited partners that cannot exercise management control need not sign);
4. All persons who own twenty-five percent (25%) or more of the value of the business entity;
5. All persons who own twenty-five percent (25%) or more of the combined voting power of the business or entity;
6. A manager of a limited liability company which is managed by managers;
7. A member of the limited liability company which is not managed by managers;
8. Any fiduciary who manages, controls title, or is otherwise in control of the business;
9. All employees who will have day-to-day operational management responsibility for the business or entity; and,
10. If a publicly traded corporation, the designated license holder (designated agent) (must be over 21 and a resident of S.C.).
11. All other principals must be listed also. If not a publicly traded corporation, list all stockholders.
12. If a nonprofit organization, list all officers and directors of the organization.

* CONTINUED ON THE NEXT PAGE. ALL PAGES MUST BE INCLUDED TO BE VALID.*
**"ALL PRINCIPALS MUST SIGN IN THE PRESENCE OF A NOTARY**
***"IF A REQUIRED PRINCIPAL DOES NOT SIGN, THIS APPLICATION WILL BE DENIED***

Additional Space on Back.
Name __________________________

Home Address ______________________

City __________________ State ______ Zip ____________

Yr/Mo/Date of SC Residency ___________ Date of Birth ____________

Social Security No. __________________ Federal Employer Identification No. ______________

Principal/Type: (use above #1-12) __________________ Percent of ownership ______________

Have you as an individual, or as an organization in which you were a principal, had revoked or suspended in this state or any other state any license to sell beer, wine, or alcoholic liquors? 
   ___ Yes   ___ No     If yes, attach explanation.

Have you been convicted of a crime in South Carolina or any other state? 
   ___ Yes   ___ No     If yes, attach explanation.

This Consent and Waiver shall be effective as of the date set forth on the attached pages until revoked in writing by the ABL-946R completed by the applicant or a principal signing this Consent and Waiver, or until the applicable permit or license is terminated or revoked.

______________
Taxpayer's Signature

Name __________________________

Home Address ______________________

City __________________ State ______ Zip ____________

Yr/Mo/Date of SC Residency ___________ Date of Birth ____________

Social Security No. __________________ Federal Employer Identification No. ______________

Principal/Type: (use above #1-12) __________________ Percent of ownership ______________

Have you as an individual, or as an organization in which you were a principal, had revoked or suspended in this state or any other state any license to sell beer, wine, or alcoholic liquors? 
   ___ Yes   ___ No     If yes, attach explanation.

Have you been convicted of a crime in South Carolina or any other state? 
   ___ Yes   ___ No     If yes, attach explanation.

This Consent and Waiver shall be effective as of the date set forth on the attached pages until revoked in writing by the ABL-946R completed by the applicant or a principal signing this Consent and Waiver, or until the applicable permit or license is terminated or revoked.

______________
Taxpayer's Signature

44221024

IF MORE THAN TWO PRINCIPALS, PLEASE SUBMIT AN ADDITIONAL ABL-946
STATE OF ____________________________
COUNTY OF ____________________________

FOR INTERNAL USE ONLY
Case Verification Number ___________________
Result ___________________

Pursuant to the provisions of S.C. Code Ann. Section 8-29-10, et seq., of the South Carolina Illegal Immigration Reform Act and Title 61 of South Carolina Code Ann. Sections, every principal that is an individual must submit the following information:

The undersigned ____________________________ of ____________________________
(Print clearly First, Middle and Last name) (Home Address)

(City, State and Zip Code)
being first duly sworn deposes and states as follows:

Name Change/Alias: ☐ Yes ☐ No If yes, please list: ____________________________

Check ONLY One Box: See reverse side for Instructions, Definitions, and Accepted Documents.

☐ I am a United States Citizen eighteen years of age or older.
☐ I am a Legal Permanent Resident eighteen years of age or older.
☐ I am a Qualified Alien under the Federal Immigration and Nationality Act, Public Law 82-44, eighteen years of age or older, and lawfully present in the United States.
☐ I am a Foreign Citizen, and resident of ____________________________ (Country of Residency)

and reside at ____________________________ (Street Address) ____________________________ (City, State, and Zip Code)
☐ Other (Explain): ____________________________

Date of Birth: ____________________________

Alien Registration Number ____________________________

(MUST ATTACH COPY OF IMMIGRATION DOCUMENTS)

I UNDERSTAND AND ACKNOWLEDGE that any person who fails to execute this Affidavit will automatically be denied the license to which it applies; and further, that the representations made in this Affidavit shall apply throughout any license(s) or renewals issued; and further, that I shall have an affirmative duty to immediately advise the Department of Revenue in any change of my immigration or citizenship status. I, hereby, also understand and acknowledge that a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit executed pursuant to South Carolina Code Section 8-29-10 entitled Verification of Lawful Presence shall in addition to other sanctions imposed by this state or the United States, be guilty of a felony and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

Under penalty of perjury and recognizing that I am subject to the criminal and civil penalties imposed by Title 12, of the South Carolina Code of Laws, I declare that I have examined this Affidavit and to the best of my knowledge and belief, it is true, correct and complete.

Signature of Affiant

SWORN to and subscribed before me this ______ day of ________, year of ________

Notary Public for ____________________________
My Commission Expires: ____________________________
Notary (L.S.) ____________________________
Notary (printed name) ____________________________

REQUIRED: Fill out completely.

License Number: ____________________________
Business Name: ____________________________
Contact Person: ____________________________ (Name)
Contact Person Phone Number: ( )

43623024
Check box 1 –

If you are a **US Citizen** by birth or naturalization.

Check box 2 –

If you are a **legal permanent resident** and you are not a US citizen, but are residing in the US under legally recognized and lawfully recorded permanent residence as an immigrant.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

Check box 3 –

If you are a **qualified alien**. You are a qualified alien if you are:

- an alien who is lawfully admitted for permanent residence under the INA;
- an alien who is granted asylum under Section 208 of the INA;
- a refugee who is admitted to the United States under Section 207 of the INA;
- an alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year;
- an alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3);
- an alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980;
- an alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980;
- an alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

Check box 4 –

If you are a non immigrant and you are an alien who seeks temporary entry to the US for a specific purpose. The alien must have a permanent residence abroad (for most classes of admission) and qualify for the nonimmigrant classification sought. The nonimmigrant classifications include: foreign government officials, visitors for business and for pleasure, aliens in transit through the US, treaty traders and investors, students, international representatives, temporary workers and trainees, representatives of foreign information media, exchange visitors, fiancé(e)s of US citizens, Intracompany transferees, NATO officials, religious workers, and some others. Most nonimmigrant can be accompanied or joined by spouses and unmarried minor(s) (or dependent) children.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

**Accepted Immigration documents:**

- Unexpired Foreign passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
- Unexpired Temporary Resident Card (INS Form I-688)
- Unexpired Employment Authorization Card (INS Form I-688)
- Unexpired Reentry Permit (INS Form I-327)
- Unexpired Refugee Travel Document (INS Form I-571)
- Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)
This Part to be Completed by the Applicant

Take this form to the Chief of Police (if your special event is to be located within the city limits of a city or town that has a police department). Otherwise, take this form to the Sheriff of the county where your special event is to be held. This form must be signed by the appropriate law enforcement official and submitted with your application.

Print Name of Applicant

Physical Street Address of special event

(Dates of special event)

City/Town

ZIP Code

This Part to be Completed by your Sheriff or Chief of Police

I have been informed by the above referenced person about his or her application for a special event license to sell beer, wine, or alcoholic liquor at the address shown above. I understand that

(  ) I do not object to the issuance of this special event license

(  ) I wish to object to the issuance of this application

Date

Signature of authorized law enforcement official

Print name and title of authorized official

Department and Official's phone number

If this form is not completely filled out, your application will be returned to you.

PLEASE NOTE: THE ENTIRE ABL-900 APPLICATION MUST BE PRESENTED TO LAW ENFORCEMENT OFFICIALS AT THE TIME THE ABL-100 IS SUBMITTED.