



Zoning/Planning

Temporary Special Events

Application Package

Requirements for Agricultural and Residential 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, MHS and MHP Zoning Districts shall be limited 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.

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 (see Article §6.7).

To submit via email, please send all documents to ZoningPermits@CharlestonCounty.org.

In order to assure the site can safely support the proposed activity, the Planning Department may require one or more of the following items prior to issuing a Zoning Permit for a Temporary Special Event (in addition to the required fee):

Please Review, Complete and Submit the following required documents:

- ☐ Submit the Letter of Intent Application
- ☐ Review of Special Event Process Checklist
- ☐ Submit a copy of the Letter of Acknowledgement from Fire, EMS and Law Enforcement
- ☐ Submit 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. (Sample Site Plan Attached)
- ☐ Review the copy of Article 6.7- Special Event Use
- ☐ Complete and sign the Restrictive Covenants Affidavit
- ☐ Complete and sign the Business License Application (this application is completed after issuance of zoning permit).
- ☐ ABL-900 Application for Special Event
- ☐ Brochure

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

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:

Application can be submitted electronically via email: ZoningPermits@CharlestonCounty.org

Signature:

Date:

Zoning and Planning Department
Temporary Special Events Process and Checklist



Application Guidelines for Special Events Permits:

- ☐ If Alcohol/Beer/Wine will be served at the event, the Special Events Package **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 events and further enforcement actions by the Code Enforcement Department with Charleston County.

o Submit an accurate, legible Site Plan **drawn to Engineer's Scale** showing the following, if applicable:

- _____ Location of existing or planned structures used as part of the event
- _____ Vehicular Traffic Areas (parking, driveways, circulation, etc.)
- _____ Gathering Area (stage, field, etc.)
- _____ Restroom Facilities Location
- _____ Vendors (a copy of the Vendor's Chas. Co. Business License is **required**)
- _____ Food and drinks

o Complete a **Letter of Intent** with the following:

- _____ Date(s) and Time(s) of Event
- _____ Address of Event and Parcel ID Number
- _____ Zoning District
- _____ Anticipated number of participants
- _____ On-Site Vendor(s)? (Submit a copy of each Vendor's Business License)
- _____ Alcohol/Beer License (Submit a copy of the ABL-900 to Charleston County Sheriff's Office)

**All outdoor amplified sound/music within five hundred feet of a residential property shall
cease all music/loud noise no later than 11:00pm**

o Other Information needed, if applicable:

- _____ Letters of Acknowledgement from Police, Fire and Emergency Services
- _____ Copy of Charleston County Business License (after receipt of Zoning Permit)
- _____ Copy of Charleston County Business License for Event Vendor(s)
- _____ Contract for Restroom Facilities
- _____ Contract for Garbage Collection
- _____ Appropriate Building Permits Approval (Contact the Building Department at (843) 202-6930, if applicable)

FOR OFFICE USE ONLY:

Date Received:	Date Completed:	Zoning Officer:
Comments:		

Zoning and Planning Department

Temporary Special Events
Letter of Acknowledgement Contact List



Organization:	Dept.:	Point of Contact:	Telephone No.:	Email:
Charleston County	Planning and Zoning	Lisa McCray, Compliance Supervisor	843-202-7201	lmccray@charlestoncounty.org
Charleston County Sheriff's Dept.		Susan Burnsed, Admin. Asst.	843-529-6219	sburnsed@charlestoncounty.org
		Lieutenant S. James	843-529-6220	hphillips@charlestoncounty.org
Charleston County EMS		Chief C. Fehr	843-202-6708	cfehr@charlestoncounty.org
		Training Officer: Todd McGeorge	843-202-6711	tmcgeorge@charlestoncounty.org
St. Johns Fire Dept		Chief Colleen Walz	843-559-9194	c.walz@stjfd.org
		Asst. Chief Gavin Gilcrease	843-559-9194	g.gilcrease@stjfd.org
Awendaw Fire Dept		Chief Don Hall	843-928-3000	ldhall@Charlestoncounty.org
St. Paul's Fire Dept		Chief Larry Garvin	843-889-6450	l.garvin@stpfd.org
		Asst. Chief Truss Johnson	843-889-8874	t.johnson@stpfd.org
James Island PSD Fire Dept.		Chief Chris Seabolt	843-270-1556	seaboltc@jipsd.org
		Tom Glick, Deputy Chief of Operation	843-991-3295	glickt@jipsd.org

INFORMATION TO INCLUDE ON SPECIAL EVENT SITE PLAN

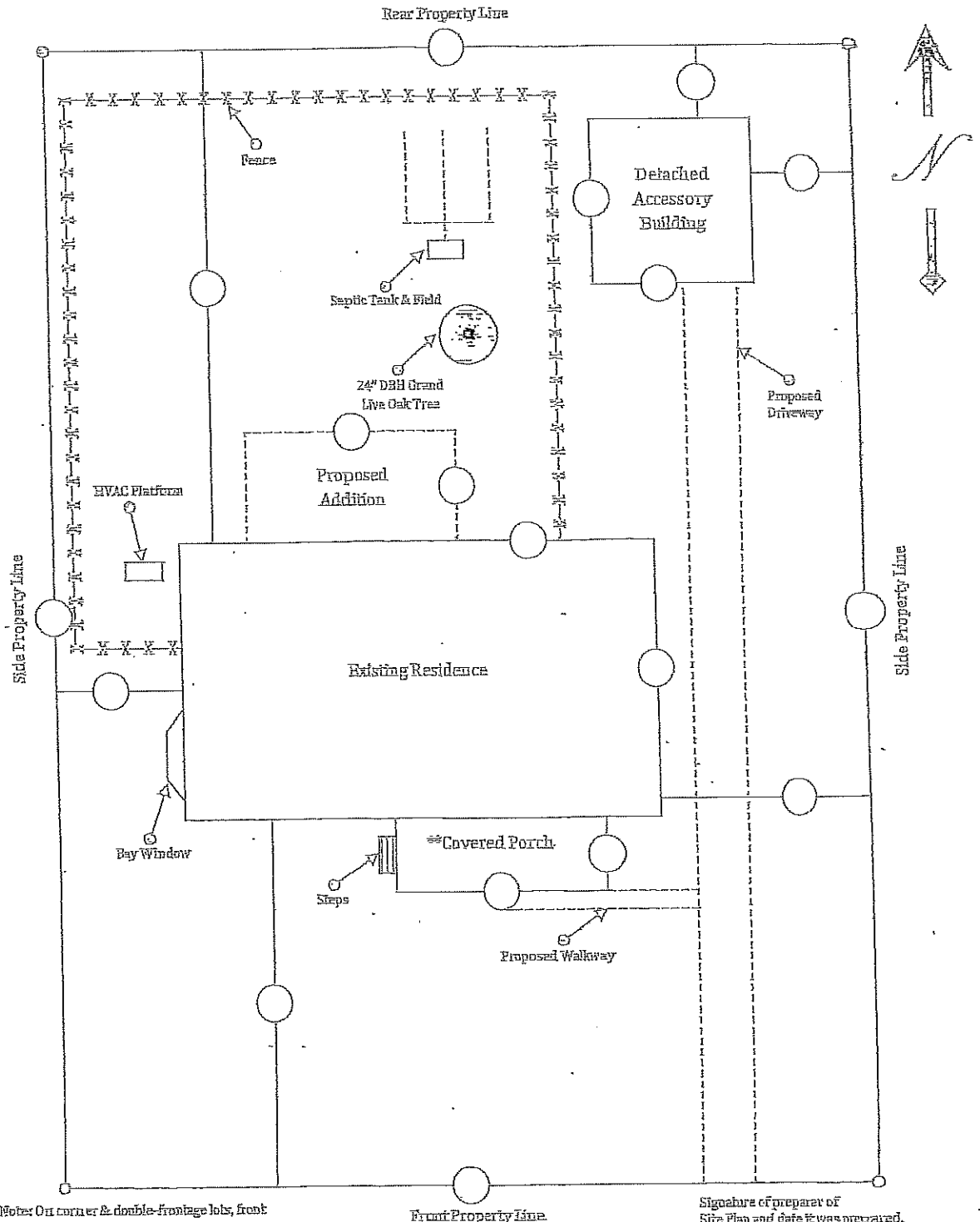
(See attached sample copy)

- Site Plan must be 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




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.

Address, PID # & Property Owner

Signature of preparer of Site Plan and date it was prepared.
John Doe, August 17, 2011

Note the nematic Engineers' scale used on the plan.
For example: 1"=20'

*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.

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.

Effective on: 11/20/2001, as amended

§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.

Effective on: 11/20/2001, as amended

§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.

Effective on: 11/20/2001, as amended

§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.

Effective on: 11/20/2001, as amended

§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.

Effective on: 11/20/2001, as amended

§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.

Effective on: 11/20/2001, as amended

§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.

Effective on: 11/20/2001, as amended

§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.

Effective on: 11/20/2001, as amended

**You are only eligible to apply if:**

- **Sole Proprietorship:** You've been a resident of South Carolina for at least 30 days.
- **General Partnership:** Partners have been residents of South Carolina for at least 30 days.
- **Corporation, Limited Liability Corporation (LLC), Limited Liability Partnerships (LLP):** Entity has been registered with the South Carolina Secretary of State (SCSOS) for at least 30 days.

YOU MUST MEET THE 30 DAY REQUIREMENT LISTED ABOVE OR YOUR APPLICATION WILL NOT BE ACCEPTED.

Submit all of the following documents at least 15 days before your special event:

- ___ 1. Completed ABL-900 application, signed and dated
- ___ 2. License fees
- ___ 3. Completed ABL-946 for each principal
- ___ 4. Criminal record check (CRC) for all principals that is less than 90 days old. If the principal has lived in SC for more than two years, the CRC must be completed by the State Law Enforcement Division (SLED) at www.sled.sc.gov or SLED Headquarters, Criminal Records Department, PO Box 21398, Columbia, SC 29221. If the principal has lived in SC for less than two years, the CRC must be submitted from the previous state of residency and from SLED. If principal is not a SC resident, the CRC must be submitted from the current state of residency. Attach a disposition for any charge that does not list the court charge.
- ___ 5. Completed ABL-100. Your application will not be processed without this form.

1350

dor.sc.gov


 STATE OF SOUTH CAROLINA
 DEPARTMENT OF REVENUE

**APPLICATION FOR SPECIAL EVENT BEER,
WINE, AND/OR LIQUOR**
ABL-900(Rev. 7/30/19)
4281
This application MUST BE SUBMITTED at least 15 days prior to your special event.

Mail to: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

File Number _____

Phone: 803-898-5864

Check the license types you're applying for. If your event continues past 11:59 PM, an additional day's fee is required.

	License Type	Beginning date	Beginning time	Ending date	Ending time	Fee
	Beer/Wine (TBP) \$10/day					
	Liquor (TLP) \$35/day					
TOTAL:						

PRINT ALL INFORMATION

1. Legal entity name or sole proprietor		6. Trade name (doing business as)	
2. Physical location where event is to be held (No PO box)		7. Business phone number Home phone number	
_____ Street		8. FEIN/SSN	
_____ City County (REQUIRED) State ZIP		9. Email	
3. Mailing Address		10. Type of event (dance, festival, fund raiser, etc.)	
_____ In care of		11. Are you selling tickets to the event?	
_____ Street		<input type="checkbox"/> Yes <input type="checkbox"/> No	
_____ City County State ZIP		12. Are you charging admission to the event?	
4. Type of ownership		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Unincorporated association		13. Is the event location within SC municipal limits?	
<input type="checkbox"/> LLC/LLP <input type="checkbox"/> SC Corporation Date of inc: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which city? _____	
<input type="checkbox"/> Foreign corporation State inc: _____ Date of inc: _____		14. Is the event location currently licensed to sell beer, wine, and/or liquor?	
<input type="checkbox"/> Nonprofit organization <input type="checkbox"/> Political party or affiliate		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Other (explain): _____		If yes, provide the following:	
5. Are you registered with the SCSOS as a charity?		A. Alcohol Beverage License number	
<input type="checkbox"/> Yes <input type="checkbox"/> No		_____	
		B. Licensee's name	
		_____ (Full organization name as it appears on license)	
		A lease between you and the licensee must be included.	

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided is true, correct, and complete.

Principal's signature_____
Date

42811034



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
APPLICANT AND PRINCIPAL CONSENT AND WAIVER

ABL-946(Rev. 11/18/20)
4422**What you need to know**

- The SCDOR cannot issue a license and/or permit to anyone that owes delinquent taxes, penalties, or interest.
- If an entity who is not an individual applies for a license and/or permit, all principals of the entity must also apply. See SC Code Sections 61-2-160 and 61-2-100 at dor.sc.gov/policy.
- To apply, you must allow information about your South Carolina taxes to be shared with any party. The information that may be shared includes, but is not limited to, information about delinquent taxes, penalties and interest, outstanding liabilities, or information concerning failure to file returns.
- You are waiving your rights under SC Code Sections 12-54-240 and 30-2-1. You can read the full code sections at dor.sc.gov/policy.
- SCDOR has the right to share information with other principals or applicants to process the application or any renewal.

Complete an ABL-946 for each principal.

Legal entity name or sole proprietor _____

FEIN/SSN _____

Name _____

Home Address (No PO Box) _____

City _____ State _____ Zip _____

Month/Date/Year of SC Residency _____ Date of Birth _____

SSN _____ FEIN _____ Percent of Ownership _____

Select one: ☐ Owner ☐ Corporate Officer ☐ Partner ☐ Member (LLC) ☐ Manager (LLC) ☐ Employee/Manager
☐ Nonprofit Officer ☐ Fiduciary ☐ Publicly traded agent

Have you as an individual, or as an organization in which you were a principal, had any license to sell beer, wine, or alcoholic liquors revoked or suspended in this state or any other state?

_____ Yes _____ No **If yes, you must attach an explanation.**

Have you been convicted of a crime in South Carolina or any other state?

_____ Yes _____ No **If yes, you must attach an explanation.**

SWORN to and subscribed before me this

_____ day of _____, year of _____

Notary Public for _____

My Commission Expires: _____

Notary (legal signature) _____

Notary (printed name) _____

This Consent and Waiver is effective as of the date sworn on this form. It may be revoked in writing by signing and notarizing form ABL-946R, or until the applicable permit or license is terminated or revoked.

Principal's Signature**Social Security Privacy Act Disclosure**

It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 42 U.S.C. 405(c)(2)(C)(i) permits a state to use an individual's Social Security Number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**LAW ENFORCEMENT NOTIFICATION FOR
SPECIAL EVENT APPLICATION**

To be Completed by the Applicant

This form must be submitted to the Chief of Police if the event is located within the municipal limits of a city or town or the Sheriff if the event is outside the municipal limits of a city or town.

Legal entity name or sole proprietor

Physical location of event

City or town

County

Date(s) of special event

Beginning time

Ending time

To be Completed by the Chief of Police or Sheriff

I have been informed by the applicant above about their application for a special event license to sell beer, wine, and/or liquor at the address shown above.

☐ I do not object to the issuance of the special event license

☐ I object to the issuance of the special even license

Signature of authorized law enforcement official

Date

Name and title of authorized law enforcement official

Department

Phone number

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

**THE ENTIRE APPLICATION MUST BE PRESENTED TO LAW ENFORCEMENT OFFICIALS WITH THIS FORM.
Any alterations of this form will void the agreement.**

If you are applying for multiple locations, this form must be submitted for each location.

Special Event Guidelines

A Special Event License for beer, wine, and/or liquor authorizes the sale of beer, wine, and/or liquor at events allowing the sale and on-premises consumption at the licensed location. Special events cannot exceed 15 consecutive days per SC Code Section 61-4-550(A). Events continuing beyond 11:59 PM require an additional day's fee.

If the special event has outside vendors within the event, each location allowing the sale of liquor is required to obtain a Special Event License. Liquor is required to be confined to the specific area from which it is sold. Fencing, signs, and bike racks are a few ways the area can be defined.

SC Code of Regs 7-202.3:

- The premises of a nonprofit organization must be separate from the premises of any business operation, including businesses licensed to sell liquor by the drink.
- The premises of a nonprofit organization are considered separate if the organization has its own address and separate entrance, and is not connected with another business premises by common doorways or passageways, either interior or exterior.

TYPES OF SPECIAL EVENTS

Special events with beer and wine

- Festivals or Fairs: These events are generally sponsored by an organization and include state/county fairs and various art, food, and holiday festivals.
- Sporting Events: These events are generally sponsored by schools or sports foundations and include tennis and golf tournaments, bicycle races, marathons, half marathons, 5K runs, and other track and field events.
- Community Events: These events are sponsored by either a city, a business association, or a chamber of commerce and include wine walks, concerts, or small events throughout the course of the year.
- Weddings or Receptions: These events are generally sponsored by an individual or a group of people and include cash bars at weddings or business luncheons.

Special events with beer, wine, and liquor

- Fundraisers or Banquets: These events are generally held by nonprofit organizations where ticket subscriptions or memberships are required.
- Social Functions: These events are generally organized by members of an organization or club, and include class reunions, fraternal organization gatherings, and college fraternity/sorority events.
- Store Grand Openings: These events are generally sponsored by an individual or a group of people. Beer, wine, and liquor do not have to be sold, but are available to attendees.

Special events where liquor is sold

- Nonprofit Events: This license is only available to bona fide nonprofit organizations or educational foundations that have an eleemosynary charter from the SCSOS or a political party affiliate certified from the SCSOS.

Special events where a license and/or permit is not required

- To determine if your event requires a license, see the Unlicensed Social Functions section on our website at dor.sc.gov/tax/abl/general-information.

If you're not sure which Special Event License you qualify for, see our FAQs at dor.sc.gov/tax/abl/faq.

Lonnie Hamilton III, Public Service Building
Charleston County Revenue Collections
4045 Bridge View Drive
North Charleston, SC 29405-7464
Telephone: (843) 202-6080
Fax: (843) 202-6066



Revenue Collections
Accommodations Fee Division
Hospitality Tax Division
Bankruptcy Division
Business License Division
Legal Processing Division
Solid Waste Disposal Fee Division

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: _____

What is a Special Event?

The Charleston County Zoning and Land Development Regulations Ordinance (ZLDR) defines a Special Event as: "An activity (occurring one or more times) involving the assembly or the intention of attracting 100 or more people for cultural, ceremonial, educational, or celebratory purposes, which generates revenue, regardless of status. Such assembly includes, but is not limited to: weddings, receptions, recitals, art exhibits, religious ceremonies, limited youth activities, book readings, wine/food tasting events, executive retreats, circuses, fairs, carnivals, festivals, auctions, concerts, and any event which is advertised or marketed in any form including, but not limited to: posters, business cards, internet, and media outlets; serves an entrepreneurial purpose; includes fees/charges for goods/services (e.g. food & drink); and whenever there is an admission fee or leasing fee. This definition does not include private parties or private functions that do not meet the above stated criteria."

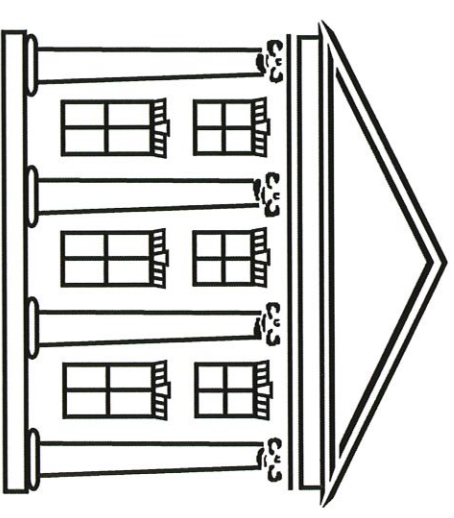
Indoor Special Events

Zoning permits are not required for indoor special events 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.

To Apply for a Special Event

To apply, complete the following checklist and submit completed paperwork either in-person to the Zoning and Planning Office or submit online at zoningpermits@charlestoncounty.org. The following information is required to be submitted with applications for Temporary Special Events Permits (in addition to the required fee):

- 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;
- 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;
- Letters of Coordination from Fire, Police, and Emergency Medical Services and Building Inspection Services if applicable;
- 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;
- Documentation from pertinent service providers for restroom facilities and garbage collection; and
- Other pertinent information as deemed necessary by the Zoning and Planning Director.



CHARLESTON
■ **COUNTY** ■
SOUTH CAROLINA

Charleston
County
Temporary
Special
Events

Special Event Permits

If an applicant wishes to host a special event, a zoning permit is required prior to the start of the special event and must be maintained for the duration of the event. Site plan review and/or special exception approval may be required prior to issuance of zoning permits for special events. It is recommended that the permit process be started at least 45 days in advance of your event, and further in advance if site plan review and/or special exception approval is required. Following zoning permit approval, a valid Charleston County Business License is required. Building permits may also be required. The Temporary Special Events application can be found online at the Zoning and Planning Department's website.

Limitations for Temporary Special Events

Temporary special event permits may be issued only if the activity complies with all applicable requirements of the ZLDR, including, but not limited to, provision of adequate parking and sanitary facilities. Temporary special events permits shall not be issued for periods in excess of 10 consecutive days, and no more than five such permits may be issued per lot, per calendar year, except as otherwise noted in this document. Any temporary special event utilizing 25 acres of land or more shall require special exception approval from the Board of Zoning Appeals.

Temporary Special Events on properties in the Agricultural & Residential Zoning Districts

The following requirements apply to temporary special events in the agricultural and residential zoning districts in addition to all other applicable requirements:

- A maximum of five (5) Temporary Special Events permits may be issued per lot, per calendar year.
- Each permit shall be valid for a maximum of three consecutive days and is only valid for a single event. Multiple events within the same three-day period require separate permits.
- Daily attendance in the AG-15, AGR, RR-3, S-3, R-4, M-8, M-12, MHS, and MHP zoning districts is limited to 500.
- Daily attendance in the RM, AG-10, and AG-8 zoning districts is limited to 2,000.
- 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 in ZLDR Sec. 6.7.3.E, as well as all other applicable requirements of the ZLDR, are met and the request is approved in accordance with the special exception procedures contained in the ZLDR. If approved by the Board of Zoning Appeals, the approval is only valid for one calendar year from the date of zoning permit issuance.

Outdoor Special Events

With the exception of special events at federal, state, and county parks and legally established fairgrounds, outdoor special events must comply with ZLDR Sec. 6.7.3, Temporary Special Events, and a zoning permit is required. All outdoor special event activities are subject to the County's livability and noise ordinances. Any outdoor special event activity, as defined by the ZLDR, 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 70db(A) no later than 11:00 p.m.; otherwise, special exception approval is required.

Special Events in Commercial & Industrial Districts

Special Events in commercial and industrial zoning districts shall comply with all requirements of ZLDR Sec. 6.7.5, Outdoor Special Events. The establishment of a new special events principal use in the CN, CT, CC, or I zoning district requires compliance with the site plan review process followed by issuance of all required permits.

For More Information

For more information regarding special events permits, please contact us at 843-202-7200 or email us at: zoningpermits@charlestoncounty.org.