



# Zoning Permit Application

Section 10.5.2 McClellanville Zoning and Land Dev. Ordinance  
 405 Pinckney Street  
 McClellanville, SC 29458  
 (843) 887-3712

Date Filed \_\_\_\_\_

Fee Paid \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

TMS# \_\_\_\_\_

**Applicant is:**  Owner(s) **OR**  (Owner is not applicant) Designation of Agent

Applicant name(s) (Print): \_\_\_\_\_

Contractor(s) name and \_\_\_\_\_ McClellanville Business License # \_\_\_\_\_

Name/Address of Owner(s)(PRINT)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name/Address of Designation of Agent/Contractor:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_ Phone# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Designation of Agent:**(complete only if owner is not applicant): I (we) hereby appoint the person named as Applicant to represent my(our) interest in this request for a zoning permit.

Date: \_\_\_\_\_ Owner \_\_\_\_\_ Owner \_\_\_\_\_

Owner (print) \_\_\_\_\_ Owner(print) \_\_\_\_\_

**Certification of Covenants/Restrictions:** I (we) hereby certify that to my (our) knowledge, the tract or parcel of land subject to this application  IS OR  IS NOT restricted by any recorded covenant that is contrary to , conflicts with, or prohibits the activity for which this permit is sought.

I (we) certify that the information in this request is correct.

Date: \_\_\_\_\_

\_\_\_\_\_ Owner \_\_\_\_\_ Owner \_\_\_\_\_

Owner (print) \_\_\_\_\_ Owner(print) \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ TMS# \_\_\_\_\_

Applicant name(s) (Print): \_\_\_\_\_

**Describe scope of work proposed for property:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Lot Coverage: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Set Backs (feet): Front \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_ Rear \_\_\_\_\_

Residential Floor Area (sq feet heated) \_\_\_\_\_ Porches/other (sq. feet unheated) \_\_\_\_\_

Building Height (feet above base flood elevation): \_\_\_\_\_

**Zoning Administrator Review:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved

Approved with conditions

Disapproved

Date: \_\_\_\_\_

\_\_\_\_\_

Zoning Administrator

## REQUIREMENTS BY CATEGORY:

1. DEMOLITION
  - 1) Completed application form;
  - 2) Map (may be hand drawn) showing exact location on the property of the request;
  - 3) Photographs of all sides of the structure which will be demolished.
  
2. ALTERATIONS TO EXISTING STRUCTURES:
  - 1) Completed application form.
  - 2) Scaled drawings (plans), in duplicate, showing:
  - 3) the exact location on the property of the request.
    - a. dimensions of the affected lot, in the form of a surveyor's plat or accurate drawing, to include placement of existing structures as well as all alterations, accurately located on the property.
    - b. written description of proposed alterations to exterior appearance indicating proposed and existing materials and textures (include, when applicable, type of roofing, siding, windows and doors, and foundation material to be used).
    - c. scaled plans and elevations of existing structures and proposed changes.
  - 4) Photographs of existing and adjoining structures and/or material samples and additional drawings may be required by the Board.
  
3. REQUIREMENTS FOR NEW CONSTRUCTION
  - 1) Completed application form:
    - a. plat of property
  - 2) Scaled drawings, in duplicate, showing:
    - a. the exact location of the request on the owner's property;
    - b. the exact location of existing buildings and structures on the property, and
    - c. proposed construction showing exterior appearance in plan and elevation and indicating proposed materials and textures (PLEASE SPECIFY: type of roofing material, siding, windows and doors, and foundation to be used).
  - 3) Photographs of adjacent structures or property and/or material samples and additional drawings when deemed necessary by the Board.
  - 4) DHEC well water submission.
  - 5) Site Plan
  - 6) Elevation certificate
  - 7) Permit to construct onsite wastewater system (DHEC)
  
4. REQUIREMENTS FOR ERECTION, ALTERATION, RECONSTRUCTION, OR DEMOLITION OF ANY SIGN:
  - 1) Completed application.
  - 2) Drawing of proposed sign, indicating dimensions and exact location on the property.
  - 3) Photograph of structures to which sign relates; and/or material samples and additional drawings may be required by the Board where needed.
  
5. REQUIREMENT FOR ERECTION, ALTERATION, RECONSTRUCTION, OR DEMOLITION OF ANY FENCE:
  - 1) Completed application;
  - 2) Scaled drawing of proposed fence elements and exact location on property, with written description including materials to be used;
  - 3) Photograph of structures to which fence relates; and/or material samples and additional drawings as may be required by the Board where needed.