Application Architectural Review Board

Section 12.6 and 6.9 McClellanville Zoning and Land Dev. Ordinance

Town Code 2.604- authorizes any Officer or Town employee to enter any premises to carry out Town duties.

Date Filed_____

Fee Paid_____

PROPERTY ADDRESS:

_____

TMS# _____-_____-_____-_____

Date _____ **Fee - Paid:** ☐

1. Applicant's Name _____

   Mailing Address _____

   Telephone: (____) _____ Email _____

2. Zoning _____

4. Detailed Description of Proposed Activity (Please specify, where applicable, the proposed type of roofing, siding, windows, doors, and foundation to be used. For a fence or sign, specify the sign or fence materials):

   _____

   _____

   _____

5. Please include a simple drawing of the property, showing the location of the change or addition on the property, the scale of the proposed change, and the relative location of neighbors.

6. Owner or representative (please specify) _____

   Telephone (_____) _____ Email _____

   Address _____

Date Signature of Applicant _____

☐ ARB ☐ DRB ☐ Admin

Zoning Permit Application

Sections 10.5.2 and 12.6 of McClellanville Zoning and Land Development Ordinance
PLEASE NOTE: Town Code 2.604 authorizes any Officer or Town employee to enter any premises to carry out Town duties.

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 _____ McClellanville Business License #_____

Name/Address of Owner(s): (Print)

_____

_____

_____

Email: _____

Phone: _____

Name/Address of Designation of Agent/Contractor:

_____

_____

_____

Email: _____

Phone: _____

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.

The undersigned further confirm that all information on this application is known to be true and correct. I understand that granting of a permit does not presume to give authority to violate or cancel the provisions of any local, state or federal laws regulations. I certify that all work will be done in compliance with all applicable codes, statues and ordinances, and with the conditions of this permit; I understand that the issuance of the permit creates no legal liability, express or implied, on the town, state or county. I expressly grant the zoning administrator, or the zoning administrator's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

Date:_____ Owner_____ Owner_____

Owner (print)_____ Owner (print)_____

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)_____

Property Address: _____ TMS #: _____-____-____-_____

Applicant Name(s)(Print): _____

Describe the scope of work proposed for the property:

Proposed Lot Coverage: _____ Proposed Use: _____

Set Backs (in feet) – Front: _____ Left: _____ Right: _____ Rear: _____

Residential Floor Area (heated sq feet): _____ Porches/Other Area: _____

Building Height: (feet above design flood elevation: _____

Zoning Administrator Review:

☐ 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:
      a. the exact location on the property of the request
      b. 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
      c. 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)
      d. scaled plans and elevations of existing structures and proposed changes
   3) 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
   2) Plat of property
   3) 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)
   4) Photographs of adjacent structures or property and/or material samples and additional drawings when deemed necessary by the Board
   5) DHEC well water submission
   6) Site Plan
   7) Elevation certificate
   8) Permit to construct onsite wastewater system (DHEC)

4. REQUIREMENTS FOR ERECTION, ALTERATION, RECONSTRUCTION, OR DEMOLITION OF ANY SIGN

   1) Completed application form
   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 form
   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