

Planning & Zoning Department
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ZONING BOARD OF APPEALS SUBMITTAL REQUIREMENTS

TEMPORARY EVENTS & SEASONAL USES

All applications will be reviewed by an authorized Planning and Zoning staff member prior to acceptance to verify that the application is complete and all required documents are provided.

Incomplete applications will not be accepted.

Applications regarding commercial uses, survey plats and signage will not be accepted without a plan review sheet signed by a Planning and Zoning commercial plans reviewer listing the exact variance/s needed. Commercial uses, survey plats and signage must be submitted to the Planning and Zoning Department for review prior to the submittal for a variance.

FEES

A \$200 fee is required for each variance, appeal or special exception application; payable by cash or check upon submittal of the application. Please refer to the attached meeting schedule for submittal times and meeting dates.

HEARING PROCEDURES

1. The Zoning Administrator will summarize the request being brought before the Board and give a staff analysis of the request.
2. The applicant or their attorney will present their case to the Board and answer any questions the Board might have.
3. Any members of the public will be allowed to speak for the request, provided repetition is discouraged. Questions may be asked by the Board members.
4. Any party with a valid interest in opposing the request shall be allowed to present their case to the Board and shall answer any questions the Board might have.
5. Any members of the public will be allowed to speak against the request, provided repetition is discouraged. Questions may be asked by the Board members.
6. The Board may then deliberate and make motions, asking staff questions as needed.
7. Upon request by any interested party or his or her attorney, or at such other time as the Chairman in his or her discretion may allow, cross-examination of any witness may be conducted regarding evidence which is relevant to the issues before the Board.

Each agent or attorney presenting evidence will identify himself/herself and the parties they represent upon addressing the Board. Each member of the public who is recognized by the Chairman for comments will identify themselves prior to making comment. Any witness testifying before the Board who is not an attorney representing a client before the Board shall first be placed under oath.

NOTIFICATION OF DECISION

The Board's decision will be transmitted to the appellant and the Zoning Administrator.



Horry County Zoning Board of Appeals



Temporary Events & Seasonal Uses

Date Filed _____

Request # _____

Energov # _____

1. Complete the application in its entirety (incomplete applications will not be processed);
2. If this is a commercial project a signed review sheet by the plans reviewer must be included with this application.
3. If a setback or dimensional variance is requested, an accurate, legible plot plan prepared by a registered architect, engineer, or surveyor, showing property dimensions and locations of all existing and proposed structures must be provided;
4. The property owner(s) as listed on the current tax records at the time of submittal must sign this application. In addition, if the property is located within a subdivision with a legal and active Home Owners Association (HOA), approval of the HOA must be provided with the application.

Property Address: _____
 PIN: _____ Acreage: _____
 Zoning District: _____ Project: _____
 Subdivision: _____ Gate Code: _____

Property Owner(s) Name (s): _____
 Address: _____
 Telephone: _____ Email: _____

Property Owner (s) Signature (If LLC or Corp Please Provide Authorization)

Date

Designation of Agent (If property owner wishes to appoint an agent to Represent Him or Herself)

Agents Name: _____
 Address: _____
 Telephone: _____ Email: _____

I hereby appoint the person(s) listed above as agent to act on my behalf for the purposes of filing such application for a variance as he/she shall deem necessary and proper

Property Owner (s) Signature (If LLC or Corp Please Provide Authorization)

Date

PLANNING AND ZONING DEPARTMENT USE ONLY

Have Survey: Yes No Property Owner(s) Have Signed: Yes No
 Have Business License (If Applicable): Yes No Have HOA Approval (If Applicable): Yes No
 County Council District: _____ Commercial Review Sheet (If Applicable): Yes No

Signature of Zoning Representative

Date

**TEMPORARY EVENTS & SEASONAL USES
SPECIAL EXCEPTION REQUEST**

Article XI, 1106.C.6

Special events authorized pursuant to Chapter 13, Article III, Section 13-34 of the Horry County Code of Ordinances are allowed in all zoning districts. **Other temporary events and seasonal uses, including but not limited to fairs, circuses, haunted houses and trails, community events and the like may be approved by the Board of Zoning Appeals as special exceptions.** The Board, after public hearing, shall consider the factors set forth in Section 1406 (7) of the Zoning Ordinance, determine the appropriate duration of the event or temporary use (**not to exceed thirty days**), and set hours of operation. The Board may also attach such conditions as it may deem advisable to protect the surrounding properties and the public health, safety and welfare.

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1. Name of Event/Use: _____
 2. Type of Events/Uses: _____
 3. Date(s) of Event: _____ thru _____
 4. Duration of Event: _____
 5. Hours of Operation: _____ (AM/PM) until _____ (AM/PM)

Please submit the information a site plan, drawn to scale, showing area of event, parking and other buildings or uses on the property.

6. The Zoning Board of Appeals shall consider the following criteria for special exceptions:

- Traffic Impact
- Vehicle and pedestrian safety
- Potential impact of noise, lights, fumes, or obstruction of air follow on adjoining property
- Adverse impact of the proposed use on the aesthetic character of the environs, to include the possible need for screening from view.
- Orientation or spacing of improvements or buildings.

To the best of your ability explain how the aforementioned apply to your request (may include attachments):

7. Are there Restrictive Covenants on this property that prohibit or conflict with this request? YES NO

8. Applicant hereby certifies that the information provided in this application is correct and there are no covenants or deed restrictions in place that would prohibit this request.

Applicant/ Agent's Signature

Date

Horry County Zoning Board of Appeals



2026 Meeting Schedule

<u>Application Deadline</u>	<u>Meeting Date</u>
December 4, 2025	January 12, 2026
December 31, 2025	February 9, 2026
January 29, 2026	March 9, 2026
March 5, 2026	April 13, 2026
April 2, 2026	May 11, 2026
April 30, 2026	June 8, 2026
June 4, 2026	July 13, 2026
July 2, 2026	August 10, 2026
August 6, 2026	September 14, 2026
September 3, 2026	October 12, 2026
October 1, 2026	November 9, 2026
November 5, 2026	December 14, 2026
December 3, 2026	January 11, 2027

Meetings are held at 5:30 p.m. at the Horry County Government and Justice Center, Conference Room B, located at 1301 Second Avenue in Conway, South Carolina