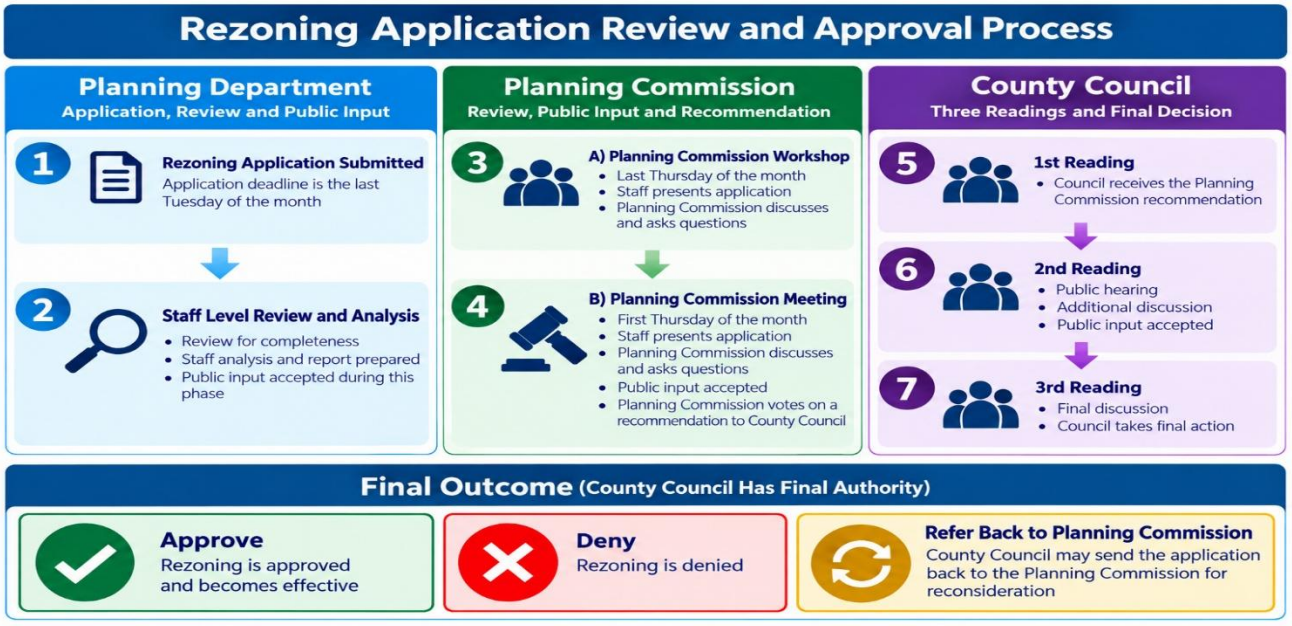
HORRY COUNTY REZONING PROCEDURES

HORRY COUNTY PLANNING & ZONING 1301 2nd AVE. SUITE 1D09 CONWAY, SC 29526
PHONE: 843.915.5340 FAX: 843.915.6341

1. All rezoning requests should be submitted digitally through CSS portal. For questions please reach out to RezoningApplications@horrycountysc.gov. All rezoning fees must be paid. For rezoning fees, please contact the department.
2. A complete application must meet the requirements of the Horry County Zoning Ordinance. See page 3 of this packet for the standard submission requirements. All PDD, MRD, and Major Residential (10 lots or more) rezoning requests, including major amendments, also need to include the submission requirements as defined within Table 1 herein. All rezoning requests within the Scenic & Conservation Future Land Use Area, as identified within the IMAGINE 2040 Comprehensive Plan, are required to submit additional information as indicated in Table 2 of this packet.
3. A pre-submittal meeting with the County Planning Department is recommended for all rezoning requests. It is required for all PDD requests and highly recommended for all MRD requests in order to ensure all requirements are met prior to submission.
4. Applicants or their representative may choose to request a Future Land Use Map Amendment at the same time of their rezoning submission, if they feel the requested zoning is inconsistent with the Horry County Comprehensive Plan.
5. Submittal deadlines and dates for the Planning Commission Workshop and Public Hearing are available on the next page.
6. **Incomplete applications will not be accepted.**
7. Planning Commission will generally hold a Workshop on the last Thursday of the month to become familiar with rezoning request and to ask questions of the applicant and staff.
8. A public hearing is held the first Thursday of each month by the Planning Commission to consider each rezoning request. The Planning Commission makes a recommendation as to whether the property should be rezoned. Their recommendation is then forwarded to the Horry County Council for action.
9. **The Planning Commission may defer a rezoning application and place it on the following month's agenda if the applicant or a representative is not present at the Workshop and Public Hearing meetings. After two (2) such deferrals, the application shall be deemed withdrawn.**
10. County Council holds three readings for each rezoning request following the Planning Commission recommendation. County Council's second (2nd) reading of the request is generally a public hearing where public input is accepted. Third (3rd) reading is the final reading at County Council, and the rezoning is complete.
11. If at any time County Council votes to disapprove a request, the application is denied. Rezoning requests for the same classification on the same parcel(s) may not be resubmitted for a period of one year from the date of Council disapproval.
12. A maximum of 25 rezoning requests will be accepted for any given month. Once the maximum has been met, any additional requests will automatically be placed on the following month's agenda.

Planning Commission 2027 Submittal Deadlines and Meeting Schedule

SUBMITTAL DEADLINE	PC WORKSHOP[1] (3:00 pm Meeting)	PC PUBLIC HEARING (5:30 pm in Meeting Rm B)
December 1, 2026	No Workshop*	January 7, 2027
December 29, 2026	January 28, 2027	February 4, 2027
January 26, 2027	February 25, 2027	March 4, 2027
February 23, 2027	March 25, 2027	April 1, 2027
March 30, 2027	April 29, 2027	May 6, 2027
April 27, 2027	May 27, 2027	June 3, 2027
May 25, 2027	June 24, 2027	July 1, 2027
June 29, 2027	July 29, 2027	August 5, 2027
July 27, 2027	August 26, 2027	September 2, 2027
August 31, 2027	September 30, 2027	October 7, 2027
September 28, 2027	October 28, 2027	November 4, 2027
October 26, 2027	No Workshop*	December 2, 2027
November 30, 2027	No Workshop*	January 6, 2028



[1] The Planning Commission reserves the right to hold this meeting virtually; however, it will be viewable by the public and applicants allowed to participate.

* Change in regularly scheduled meeting date due to conflict with holiday.

EP&L Number: Case Number:

HORRY COUNTY PLANNING & ZONING 1301 2nd AVE. SUITE 1D09 CONWAY, SC 29526
PHONE: 843.915.5340 FAX: 843.915.6341

2027 REZONING APPLICATION

(PIN) Parcel Id			
Area in ft² or acres			
Describe the proposed use of the property			
Current Use of Property			
Current Zoning District		Requested Zoning Dist.	
Property Location			

Ownership Information: *(include all owners. If necessary, add additional pages)*

Name:		
Address:		
City:	State:	Zip:
Phone:	Email address:	

Agent Information:

Name:		
Address:		
City:	State:	Zip:
Phone:	Email address:	

Are you rezoning only a portion of this property?	Yes	No
Is this request to address an existing zoning violation or non-conformity?	Yes	No
What road(s) will provide access to the site?		
How will water and wastewater be addressed? Water Sewer Septic		
Are there any known wetlands on the site?	Yes	No
Is any of the site within the regulatory floodplain or floodway?	Yes	No
Are there any known threatened or endangered species on the site?	Yes	No
Are there any known historical resources or cemeteries on the site?	Yes	No
Are there any covenants or deed restrictions that prohibit this use?	Yes	No
Are you requesting a Future Land Use Map Amendment for this site?	Yes	No
If so, indicate the desired Future Land Use designation:		
Map of requested Future Land Use Map amendment is attached.	Yes	No
Are you proposing a Development Agreement with this request? (Table 3)	Yes	No

Office Use Only:

Date Submitted		PINs verified			Scenic & Conservation Change Only:		
Receipt No.		Portion only	Y	N	Wetlands	Y	N
Received By		Total Acreage			Floodplain	Y	N
Ownership		Council District			Soils	Y	N
Signatures		Site Plan			Topography	Y	N

EP&L Number: _____ Case Number: _____

SIGNATURE PAGE

Applicant/Agent 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 hereby certifies that they understand that rezoning is only one step in the development process. The Applicant/Agent must also check that all requirements are met with the following Horry County Departments: Planning & Zoning - Development Review, Code Enforcement, Engineering, and Stormwater. Additionally, the applicant understands that a subdivision or combination plat during the rezoning process may result in inaccurate rezoning of the property.

A rezoning application may be deferred and placed on the following month's agenda if the applicant or a representative is not present at the Workshop and Public Hearing meeting. After two (2) such deferrals, the application shall be deemed withdrawn if the applicant fails to attend the Workshop and Public Hearing.

Signature Blocks:

Owners

_____

Print Name Signature

_____

Print Name Signature

Corporation / Partnership

_____

Print Corporation/Partnership Name ***(If in LLC or Corp. name, provide authorization to sign)***

By _____

Print Name Signature

Designation of Agent:

I hereby appoint the person listed below as agent to act on my behalf for the purpose of filing such application for rezoning, as he/she shall deem necessary and proper.

_____

Print agents name

_____

Signature of agent

_____

Signature of owner

_____

Witness Signature

Table 1: Submission Checklist for PDD, MRD, and Major Residential rezoning requests.

- **Wetlands Information.** Submit one (1) of the following:
  - Preliminary wetlands assessment prepared by a qualified environmental consultant as identified by the Corps of Engineers,
  - Wetlands verification letter from the Corps of Engineers, or
  - Certified wetlands delineation map and preliminary jurisdictional determination letter from the Corps of Engineers.
- **Project phasing plan and phase completion schedule;**
- **Conceptual Plan** shall include, but not limited to:
  - Plan sheet size not to exceed 30" x 42";
  - Drawn to scale not smaller than 1"=200';
  - Proposed Project Name;
  - Owner of the property and/or developer;
  - Adjacent property owners and land uses;
  - North arrow, written and graphic scales, and a location map drawn to scale and not less than 1" = 2000' to show the relationship between the proposed land development and surrounding area;
  - Location and types of uses;
  - Table summarizing project acreage, gross and net density, number of lots, and proposed area, yard, and height requirements;
  - Number of units by residential dwelling type;
  - Gross and net densities by phase or residential dwelling type;
  - Existing road rights-of-way and easements;
  - Adjacent driveway, roadway, and curb-cut locations;
  - Proposed rights-of-way and lot layout compliant with the requirements of the Land Development Regulations;
  - Internal traffic circulation for all residential and non-residential land uses;
  - Traffic analysis and proposed external improvements;
  - All planned accessory dwelling units, places of worship, golf courses, public spaces, amenity areas, common areas, ponds, and open space;
  - All required external buffers.
  - Location of 100 and 500-year regulatory floodplains per FEMA Flood Insurance Rate (FIRM) Maps;
  - Existing wetlands, spoilage areas, and any wetlands that will be filled;
  - **Pedestrian Flow Plan,** when sidewalks and/or paths included.
- **Illustrative Plan is optional, but does not replace the need to submit a conceptual plan.**
  - North arrow, name of developer, owner, proposed development, and Parcel Identification Number (PIN) and adjacent PINs;
  - Location and types of uses;
  - General road layout for all pods and phases;
  - Amenity areas and/or active and common open space areas; and
  - Typical lot layouts per product type and phase.

Table 1 continued.

Additional Submission Criteria for Planned Development District (PDD), as defined in 721, including, but not limited to:
- Written narrative, including revisions if an amendment; an example is available upon request. - Internal buffers between dissimilar uses in accordance with 721.3B, shown on plan. - Provision for recycling facility location and documentation for proposed collection of recyclables. - A Conceptual Plan with bubble diagrams depicting uses, densities, internal roadways (interconnectivity to be established), and open space may be submitted for projects greater than 100 acres.
Additional Submission Criteria for Multi-Residential District (MRD) with Sustainable Development Standards:
- All sustainable development options being utilized shall be documented on the conceptual plan. - Supporting documentation to convey how the sustainable development standards will be met, such as a pedestrian flow plan, open space plan, tree survey, or other supporting documentation. - Expected sustainable development incentives, including any density increases over the standard MRD development standards, setbacks, and dimensions.

Table 2: Additional Submission Criteria for all rezoning requests if located within a Scenic & Conservation Area of the IMAGINE 2040 Comprehensive Plan.

- **Wetlands Information.** Submit one (1) of the following for requests 2.5 acres or greater: - Preliminary wetlands assessment prepared by a qualified environmental consultant as identified by the Corps of Engineers, - Wetlands verification letter from the Corps of Engineers, or - Certified wetlands delineation map and preliminary jurisdictional determination letter from the Corps of Engineers.
- **National Wetlands Inventory Map** for all requests under 2.5 acres.
- **Soils.** Geotechnical exploration investigation report or USDA Soils Map with classifications;
- **Hydrology.** Map of the Hydrologic Unit Code (HUC) 8 watershed and identification of existing ditches, ponds/lakes, or other waterbodies on the property; and
- **Elevation.** Topographic survey or LiDAR derived contours overlaid on conceptual plan for all requests over 2.5 acres. Provide survey or LiDAR year on conceptual plan.

Table 3: Submission Checklist for Development Agreements.

Development Agreements must meet the requirements of Chapter 15, Article VI of the Horry County Code of Ordinances, including:

- Legal Description and names of the equitable owners.

- List of all proposed uses, to include, but not limited to:

- Population & Building Densities;
- Setbacks;
- Comprehensive Land Use Designation;
- Current Zoning;
- Estimate of ADTs & reports on traffic related impacts;
- Parks & Open Space reservations;
- Landscape buffers;
- Existing historic sites, structures or districts;
- School facilities needs assessment;

- Description of public facilities to serve the development, who the service provider will be, and a construction timeline for those facilities.

- Reservations or dedications of land for public purposes.

- Description of all permits needed for approval.

- Statement of consistency with the comprehensive plan and Land Development Regulations.

- Description of provisions for historic preservation and restoration per the Historic Preservation Ord. Horry County Code.

- Specification of Governmental jurisdiction (If more than a single party).

- Statement of consistency with the comprehensive plan and Land Development Regulations.

- List of all applicable Horry County regulations in place as of the agreement's date of adoption.

Form 1

PDD Details

Instructions

Four (4) copies of this form, including one (1) digital copy, shall be submitted with the PDD application. If additional space is necessary to fully answer a question, supplemental answer sheets may be attached to this form. If additional space is necessary to answer questions in tables, please reproduce the table and answer the questions in the same manner as shown below.

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1. Please provide a statement of intent, in narrative form, describing the proposed project and including details as included below.

2. Proposed uses, acreage, and percentage mixture in project.

Proposed Use	# of units/sq.ft	Acreage	Net Density	Gross Density	Percentage of Project
Total					

3. Proposed Dimensional Standards.

Proposed Use	Lot Area (in sq. ft.)	Minimum Lot Width	Setbacks (in feet)				Height (in feet)
			Front	Side	Rear	Corner Side	

4. Open Space provided to meet requirements of Section 721.3.

Open Space Description	Type of open space			Acreage Required	Acreage Provided	Phase	Ownership	
	Common	Active	Passive				Public	Private

Will adopted parking standards be used in this project? ☐ Yes ☐ No

If no, indicate proposed standards.

Proposed Use	Parking Required

Transportation Improvements

5. Will proposed roads be public or private? ☐ Public ☐ Private

6. How will proposed PDD affect existing infrastructure such as:

a. Roadway capacity. _____

b. Fire/EMS/Police. _____

7. How does the applicant propose to mitigate the effects on the existing infrastructure? _____

(Please note that for projects exceeding 25 acres, a development agreement as authorized by Chapter 15, Article 6 of the County Code *may* be required)

8. Will off-site improvements be made as a result of this project? ☐ Yes ☐ No

If yes, list improvements and date of proposed completion:

Improvement	**Date of Completion**

9. Will any project improvements be dedicated to Horry County? ☐ Yes ☐ No

If yes, list improvements:

_____

_____

_____

10. What will be the average daily trips generated by proposed project at build-out for each use?

Proposed Use	Average Daily Trip (at build-out)

11. Attach the following:

a. 8.5" x 11" location map showing proposed development in context of surrounding area
b. 8.5" x 11" conceptual site plan

PDD Checklist:

Please refer to section 721 and Article XV of the Horry County Zoning Ordinance for all the required information relating to the preparation and submission requirements for a PDD.

Document	Yes	No
Narrative Complete		
Proposed uses table complete		
Dimensional standards determined		
Open space calculated		
Access/ADTs addressed		
Proposed improvements listed		
Conceptual Plan attached		
Illustrative Plan attached		