

Planning and Zoning Department
1301 2nd Ave. D109
Conway, SC 29526



Phone: (843) 915-5340
Fax: (843) 915-6341

Commercial Zoning Compliance Application Packet

This application is required for any business that needs a Business License. In order to assure the site can safely support the proposed commercial business, Planning & Zoning may require additional information. The following businesses have descriptions of additional information required:

- Sales, Leasing and Rentals of Auto/Vehicle, Equipment & Manufactured Homes
- Beauty Salons / Barber Shops / Dog groomers
- Christmas Tree Sales
- Massage Therapy Spas
- Medical Offices
- Mobile Food Vending
- Produce Stands
- Restaurants/Bars and Late-night establishments
- Storage Yards
- Tow Yards

A signed lease agreement is required for all commercial businesses.

Please contact the Code Enforcement Department at 843-915-5090 for information regarding building construction or any change of use to an existing commercial building.

All commercial site plan reviews require a fee. Please contact the Planning and Zoning Department for procedures.

Additional Information required for the following Businesses

Sales, leasing & rental of Auto/Vehicle, equipment & Manufactured homes

1. New locations will need to submit for a commercial plan review. Please include a site plan drawn to scale showing location of the office, display area of vehicles for sale, parking, and landscaping.
2. Existing approved locations may submit your application for review. We will verify if there is an approved plan on file. If we don't have an approved plan, the new location requirements will apply.

Beauty Salons/ Barber Shops

1. Please provide a floor plan labeling the rooms, chairs, beds and/or tables as this use may require additional parking.

Christmas Trees Sales (Temporary)

1. Open lot sale of Christmas trees for a period not to exceed forty-five (45) days. (Art. X Section 1002).
2. Please submit Christmas Trees sales application along with a Building permit application and detailed site plan to the Code Enforcement Dept. for review and approval.

Massage Therapy/Spas

1. Submit your application including a floor plan of the inside of the building labeling the purpose of each room.
2. Please provide a list of the number of massage therapists that are working at this business with a copy of each of their SC Massage Therapy License.
3. Conditional requirements are:
 - * All massage therapists shall be licensed by the State of South Carolina;
 - * Services offered and advertised shall not include any type of bathing services performed by an employee or agent of the spa;
 - * Hours of operation are limited to 8:00 a.m. to 10:00 p.m.
4. A Zoning Inspector will do an on-site inspection before the zoning compliance is issued.

Medical Offices

1. Please provide a floor plan labeling the treatment rooms, waiting areas, offices and restrooms, as this use may require additional parking.

Mobile Food Vending

1. Commercial site plan review is required. Please submit the site plan, Mobile Food Vending application and the Commercial Zoning Compliance Application to Planning & Zoning for review.

Overlay Districts (Corridors)

1. Any parcel located within an overlay district may have additional requirements. Please refer to Article VIII of the Horry County Zoning Ordinance.

Produce Stands (Temporary)

1. Please submit the Produce/Shrimp Stand application along with a Building permit application and detailed site plan to the Code Enforcement Dept. for review and approval. Site plan should indicate where the produce stand will be located, all required parking spaces and other documentation as required.

Restaurants/Bars and Late-night establishments (open after midnight)

1. Properties within five hundred (500) feet of a residential district or use may need to apply for a Special Exception from the Zoning Board of Appeals. Planning & Zoning will verify if this is required and let you know the procedure.
2. If you are planning on being open after 12:00 midnight, Horry County Police Dept. requires that you obtain a Pre-clearance letter before we can issue a zoning compliance or apply for a Special Exception.

Storage Yards

1. Any business that has open yard storage areas will be required to submit a commercial site plan showing the site will meet the requirements of Section 411.

Article IV, Section 411

To prevent unsightly views from adjacent roadways and land uses, all outdoor storage, junk, salvage, dump yards and high bulk merchandise storage yard areas in commercially zoned districts (unless otherwise defined or directed) shall be screened by a completely opaque fence, or wall not less than six (6) feet in height and shall not be stacked higher than the maximum height allowed for a fence or wall in such commercially zoned district.

Completely opaque screening of all outdoor storage, junk, salvage, dump yards, stock yards and high bulk merchandise areas in industrial and manufacturing districts shall be required if abutting a public roadway (unless otherwise defined) and/or unlike zoning districts. Businesses that are adjacent to like industrial and/or manufacturing are exempt from the screening requirement along the shared property boundaries. Stacking shall also be limited to the maximum allowed fence height. See § 412 [of this Zoning Ordinance]. Items such as recreation vehicles which are not stacked only need be screened to a height of six (6) feet. Junk Cars and salvage yards are required to be screened to a height of eight (8) feet. See section 10-35 of the general code. Industrial and manufacturing businesses within an industrial park shall be exempt from opaque screening and stacking of stored product.

Tow Yards

1. Any business with a tow yard will be required to submit a commercial site plan showing the site will meet the requirements of Article IX Section 906.
2. Once a final Inspection is approved a zoning compliance can be issued.
3. Re-Inspection may be required yearly.

Article IX, Section 906

Each wrecker business which stores towed vehicles shall have a storage lot in close proximity to its principal place of business and located within Horry County. Adequate storage shall be no less than fifty (50) feet by one hundred (100) feet, either under cover or fenced with six-foot high privacy fencing (including chain link with vinyl slats or opaque mesh; metal or wood). Fencing shall incorporate three (3) strands of barbed wire at the top. Each wrecker business shall have posted at its storage lot and at its principal place of business signs clearly indicating the procedure for release of vehicles, including the on-call number for release of vehicles, such posted signs shall be clearly visible and legible to any driver approaching the storage lot or place of business.

LI & MA1 ZONING DISTRICTS

Allow auto/boat/motorcycle/recreation vehicle storage of licensed vehicles only.

HC, HI, MA2 & MA3 ZONING DISTRICTS

Allow auto/boat/motorcycle/recreation vehicle storage of licensed or unlicensed vehicles.

If you are doing con-consensual towing from private property, please contact the Horry County Police Dept. at 843-915-5350 for requirements.

HORRY COUNTY
PLANNING AND ZONING DEPARTMENT
1301 SECOND AVE SUITE 1D 09
CONWAY, SC 29526



PHONE: (843)915-5340
FAX: (843)915-6340

ZONING COMPLIANCE APPLICATION FOR COMMERCIAL BUSINESS

PLEASE ALLOW THE STANDARD REVIEW TIME OF 15 BUSINESS DAYS FOR PROCESSING

EMAIL FORM TO: ZONINGAPPLICATIONS@ HORRYCOUNTYSC.GOV

BUSINESS NAME/DBA: _____

PHYSICAL ADDRESS OF BUSINESS: _____

BUSINESS OWNER NAME: _____ PHONE #: _____

APPLICANT/AGENT: _____ PHONE #: _____

APPLICANT EMAIL ADDRESS: _____

****THE APPLICANT/AGENT IS THE PERSON REPRESENTING BUSINESS OWNER WITH THE BUSINESS OWNERS PERMISSION****

PROPERTY OWNER NAME: _____

ALL CORRESPONDENCE WILL BE EMAILED UNLESS SPECIFIED OTHERWISE

A SIGNED LEASE AGREEMENT OR NOTARIZED LETTER FROM THE PROPERTY OWNER MUST BE PROVIDED BEFORE A ZONING COMPLIANCE CAN BE ISSUED.

TYPE OF BUSINESS: _____

DESCRIPTION OF BUSINESS USE (DEFINE DAILY OPERATIONS): : _____

SQUARE FOOTAGE OF BUILDING/TENANT SPACE: _____

BUSINESS(ES) ADJACENT (LEFT AND RIGHT) TO PROPOSED BUSINESS: _____

OUTDOOR STORAGE/DISPLAY AREAS WILL NEED TO BE REVIEWED FOR COMPLIANCE AND CANNOT BE LOCATED WITHIN A RIGHT-OF-WAY. A SITE PLAN DRAWN TO SCALE MAY BE REQUIRED PRIOR TO REVIEW FOR COMPLIANCE.

PLEASE COMPLETE THE FOLLOWING QUESTIONS

WHAT WAS THE LAST KNOWN BUSINESS TYPE: _____

WILL THERE BE OUTDOOR STORAGE OF MATERIALS AND/OR EQUIPMENT? YES NO

IF YES, PROVIDE WHAT WILL BE STORED AND LOCATION : _____

WILL THERE BE ANY TOWING AT THIS LOCATION? YES NO

IF YES, WILL YOU BE DOING; NON-CONSENSUAL? YES NO ROTATIONAL? YES NO

WILL THERE BE OUTDOOR DISPLAYS OF MERCHANDISE (i.e. AUTOMOBILES, GOLF CARTS, RV's, MOPEDES, etc.) YES NO

IF YES, WHAT WILL BE DISPLAYED AND LOCATION? _____

WILL THERE BE ON-SITE CONSUMPTION OF ALCOHOL AT THIS BUSINESS? YES NO

IF YES, PLEASE LIST HOURS OF OPERATION: _____AM/PM TO _____AM/PM

A PRECLEARANCE LETTER IS REQUIRED IF HOURS OF OPERATION ARE AFTER MIDNIGHT TO 6:00AM. PLEASE CONTACT Horry COUNTY POLICE DEPARTMENT OR ACCESS LINK BELOW.

<https://www.horrycountysc.gov/departments/police/law-enforcement/regulatory/late-night-establishment-regulations/>

WILL THERE BE ADULT ENTERTAINMENT AT THIS LOCATION? YES NO

IS THIS A MASSAGE THERAPY SPA? YES NO

IF YES, PROVIDE A FLOOR PLAN LABELING THE USE OF EACH ROOM FOR INSPECTION PURPOSES AND A COPY OF ALL VALID S.C. MASSAGE THERAPISTS LICENSE WORKING IN FACILITY

PLEASE LIST THE NUMBER OF EMPLOYEES AT THIS LOCATION: _____

ARE THERE ANY RESTRICTIVE COVENANTS THAT WOULD PROHIBIT OR CONFLICT WITH THIS USE? YES NO

BY SIGNING THIS APPLICATION, I CERTIFY THAT I HAVE READ ALL THE CONDITIONS AND ALL INFORMATION GIVEN ABOVE IS CORRECT AND ACKNOWLEDGE DISCLAIMER THAT PURSUANT TO SECTION 105 OF THE ZONING ORDINANCE ALL DETERMINATIONS BY STAFF ARE SUBJECT TO APPEAL TO THE ZONING BOARD OF APPEALS BY ANY PERSON AGGRIEVED.

SIGNATURE OF BUSINESS OWNER: _____ DATE: _____

SIGNATURE OF AGENT: _____ DATE: _____

(if applicable, allows agent to act as representative for the business owner)

*** IF THE OCCUPANCY CLASSIFICATION OF BUILDING/TENANT SPACE IS CHANGING DUE TO THE OPERATIONS OF THE PROPOSED BUSINESS, A BUILDING PERMIT FOR A "CHANGE OF USE" SHALL BE REQUIRED THROUGH THE CODE ENFORCEMENT DEPARTMENT. THE BUILDING PERMIT, CHANGE OF USE (WITH OR WITHOUT WORK) IS USED FOR RECORD KEEPING AND VERIFY THAT THE PROPOSED USE OF THE BUILDING/TENANT SPACE MEETS THE MINIMUM LIFE SAFETY REQUIREMENTS OF THE CURRENT CODES AND STANDARDS. YOU MAY CONTACT CODE ENFORCEMENT AT (843)915-5090 TO DISCUSS ANY QUESTIONS OR CONCERNS.***

FAILURE TO COMPLETELY FILL OUT APPLICATION MAY RESULT IN DELAY OR DENIAL OF YOUR ZONING COMPLIANCE