

Planning & Zoning Department
1301 2nd Ave.
Suite 1D09
Conway, SC 29526



Phone: 843-915-5340
843-205-5340
Fax: 843-915-6340

www.horrycounty.org
ZBAApplications@horrycountysc.gov

ZONING BOARD OF APPEALS SUBMITTAL REQUIREMENTS

APPEAL

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.

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



Appeal

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

**HORRY COUNTY
ZONING BOARD OF APPEALS**



2025 MEETING SCHEDULE

<u>APPLICATION DEADLINE</u>	<u>MEETING DATE</u>
NOVEMBER 27, 2024.....	JANUARY 13, 2025
JANUARY 2, 2025.....	FEBRUARY 10, 2025
JANUARY 30, 2025.....	MARCH 10, 2025
MARCH 6, 2025.....	APRIL 14, 2025
APRIL 3, 2025.....	MAY 12, 2025
MAY 1, 2025.....	JUNE 9, 2025
JUNE 5, 2025.....	JULY 14, 2025
JULY 3, 2025.....	AUGUST 11, 2025
JULY 31, 2025.....	SEPTEMBER 8, 2025
SEPTEMBER 4, 2025.....	OCTOBER 13, 2025
OCTOBER 2, 2025.....	NOVEMBER 10, 2025
OCTOBER 30, 2025.....	DECEMBER 8, 2025
DECEMBER 4, 2025.....	JANUARY 12, 2026

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

**Meeting changed due to holiday schedule*