

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



(843) 915-5340  
FAX (843) 915-6340  
*Please email applications to:*  
zoningapplications@horrycountysc.gov

**REQUEST FOR ZONING ADMINISTRATIVE DECISION**

\_\_\_\_\_  
APPLICANT MAILING ADDRESS  
\_\_\_\_\_  
PHONE NUMBER EMAIL ADDRESS

REGARDING PROPERTY LOCATED AT: \_\_\_\_\_

\_\_\_\_\_  
TAX MAP NUMBER & PIN # ZONING DISTRICT PROPERTY OWNER

**PLEASE ANSWER THE FOLLOWING TO DESCRIBE YOUR ZONING REQUEST:**

1. Please describe in detail the **type of use or business** you are requesting clarification for on the parcel specified; **include any storage of materials and/or equipment associated with this use or business:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. If applicable, please provide a plan depicting the situation for which you are seeking an Administrative Decision. **This does not exempt you from commercial site plan review and approval.**

3. An administrative decision will be made in writing within ten (10) business days of filing.

4. Pursuant to Sec. 1403 of the Zoning Ordinance all determinations by staff are subject to appeal to the Zoning Board of Appeals by any person aggrieved.

\_\_\_\_\_  
SIGNATURE OF APPLICANT DATE

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**PLANNING AND ZONING DEPARTMENT USE ONLY**

DECISION RENDERED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF ZONING ADMINISTRATOR DATE