

Planning & Zoning Department
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ZONING BOARD OF APPEALS SUBMITTAL REQUIREMENTS

SPECIAL EXCEPTION

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 \$300 fee is required for each 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.

A sign is required to be posted on site to provide notice to adjacent property owners of the request. (1) One sign will be included in the application fee. If the site requires additional signage, each additional sign will be \$20.00.

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



Special Exception Application

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

On-site Consumption of Alcohol

Article XI, Section 1106.C.4

If you are applying for a special exception to serve alcohol for on-site consumption within 500 feet of a residential zoning district use, the standard conditions are as follows:

1. No event is to exceed 499 persons in attendance unless a Special Event permit is obtained from Horry County Public Safety;
2. Any outdoor amplified sound is subject to the County Noise Ordinance;
3. No hosting of vendors during spring and fall bike rallies;
4. No outdoor displays or tents on the property;
5. No temporary banners or signs on the property;
6. No spotlight advertising;
7. Outdoor dining and beverage services - (approval varies on location of outdoor dining, amount of tables/chairs, and parking availability)
8. Applicant will comply with all State and Local laws;
9. All future buildings and building additions must conform to Horry County regulations;
10. Any changes in use or character shall result in the suspension of this approval and a rehearing of the Zoning Board of Appeals shall be required.

Outpatient Treatment Facilities for Alcoholism and Drug addiction

Article XI, Section 1106.C.5

Outpatient treatment facilities for alcoholism and drug addition, subject to the following conditions:

1. That the special exception shall not be located closer than two thousand (2000) feet (measured from property line) from any house of worship, day care center, public or private elementary or secondary education school, public park, public library, or the following residential zoning districts: SF-40, SF-20, SF-10 and SF-6, as well as their corresponding MSF classifications; GR, RR, RC and MHP, except in unusual circumstances where mitigating conditions can be imposed to minimize adverse effects to residential uses;
2. That the special exception will be in substantial harmony with the area in which it is to be located;
3. That the special exception will not be injurious to adjoining property;
4. That the special exception will contribute to the economic vitality and promote the general welfare of the community;
5. That the special exception will not discourage or negate the use of surrounding property for use(s) permitted by right;
6. In granting the special exception, the Zoning Board of Appeals may impose such reasonable and additional stipulations, conditions, or safeguards as, in its judgment, will enhance the siting of the proposed special exception.

Bed & Breakfast (B & B) Establishments

Article XI, Section 1106

B & B's are subject to the following conditions:

1. That the special exception complies with all applicable development standards.
2. That the special exception will be in substantial harmony with the area in which it is to be located.
3. That the special exception will not be injurious to adjoining property.
4. That the special exception will contribute to the economic vitality and promote the general welfare of the community.
5. That the special exception will not discourage or negate the use of surrounding property for use(s) permitted by right.
6. In granting the special exception, the board of zoning appeals may impose such reasonable and additional stipulations, conditions, or safeguards as, in its judgment, will enhance the siting of the proposed special exception.

Casino Cruise Boats

Article IX, Section 1106.C.1

Owing to their negative impact on the community due to potential parking congestion, and due to potential disruption to residential communities arising from movement of vehicles and people at unusual and unsociable hours, the following use may be approved, but only as a special exception by the Board of Zoning Appeals:

Casino Cruise Boats, to include all cruise vessels offering cruises of less than 24 hours in duration with gambling or gaming, docking at facilities within Horry County to load and unload passengers, subject to the following conditions:

1. That the special exception shall not be located **closer than 2,000 feet** (measured from property line) from an existing residential use, exception in unusual circumstances where mitigating conditions can be imposed to minimize adverse effects to residential uses.

Community Storage Lots for Recreation Equipment and Boats

Article IV, Section 420

May be parked or stored on **open space amenity lots**, subject to the following:

1. Parking or storage of recreational vehicles or boats shall be limited to vehicles or boats owned by the occupants of the development.
2. Maintenance of recreational equipment or boats shall not be permitted with the exception of cleaning or replacement of tires, batteries, spark plugs or other minor repairs which do not involve the exchange of engine parts or paint or
3. body work.
4. At no time while parked or stored shall sewer or electrical service connections be attached to a recreational vehicle or boat, except that electrical service connections may be attached for a maximum of forty-eight (48) hours prior to and
5. in preparation for departure from the property.
6. All boats, except canoes and boats less than twelve (12) feet in length, must be on a boat trailer.
7. Storage areas must have a dust free parking surface.
8. Storage areas must be accessible from internal to the subdivision.
9. Storage areas must be fenced by a minimum 6ft privacy fence.
10. Storage areas fenced compound must be separated from adjacent residential uses and external roadways by a minimum of 30ft landscape buffer. Storage areas fenced compound must be separated from internal roadways by a minimum of 20ft landscape buffer. Said landscape buffer needs to meet at a minimum the supplemental buffer requirements in Article V Section 527 Landscape, Buffer and Tree Preservation of this Ordinance.
11. In order for an Open Space Area to qualify for use as storage it must either be labeled as "Recreational Equipment and Boat Storage" on the original recorded plat for that phase of the subdivision or the homeowners association must apply for and receive a special exception by the Zoning Board of Appeals.

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