



## HORRY COUNTY REZONING PROCEDURES

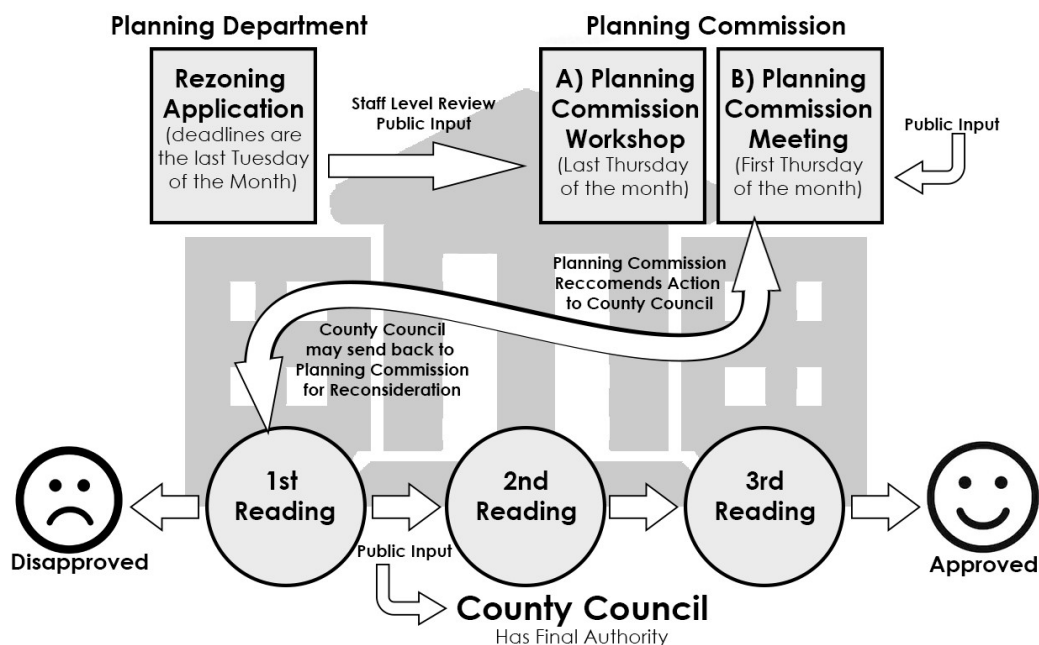
HORRY COUNTY PLANNING & ZONING 1301 2nd AVE. SUITE 1D09 CONWAY, SC 29526  
PHONE: 843.915.5340 FAX: 843.915.6341

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1. All rezoning requests must be submitted in person to the Planning Department at 1301 2nd Avenue, Suite 1D09, Conway, SC or digitally to [ZoningApplications@horrycounty.org](mailto:ZoningApplications@horrycounty.org). All rezoning fees must be submitted in person. The standard rezoning fee is \$250. For PDD 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 (2<sup>nd</sup>) reading of the request is generally a public hearing where public input is accepted. Third (3<sup>rd</sup>) 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 2024 Submittal Deadlines and Meeting Schedule

SUBMITTAL DEADLINE	PC WORKSHOP <sup>1</sup> (3:00 pm Meeting)	PC PUBLIC HEARING (5:30 pm in Meeting Rm B)
November 28, 2023	No Workshop*	January 4, 2024
December 26, 2023	January 25, 2024	February 1, 2024
January 30, 2024	February 29, 2024	March 7, 2024
February 27, 2024	March 28, 2024	April 4, 2024
March 26, 2024	April 25, 2024	May 2, 2024
April 23, 2024	May 30, 2024	June 6, 2024
May 28, 2024	June 27, 2024	July 11, 2024
June 25, 2024	July 25, 2024	August 1, 2024
July 30, 2024	August 29, 2024	September 5, 2024
August 27, 2024	September 26, 2024	October 3, 2024
October 1, 2024	October 31, 2024	November 7, 2024
October 29, 2024	November 27, 2024	December 5, 2024
November 26, 2024	No Workshop*	January 2, 2025



<sup>1</sup> 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.

EnerGov Number:

Case Number:

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

**2024 REZONING APPLICATION**

(PIN) Parcel Id			
Area in ft <sup>2</sup> 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 <input type="checkbox"/>	No <input type="checkbox"/>
Is this request to address an existing zoning violation or non-conformity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What road(s) will provide access to the site?		
How will water and wastewater be addressed?	Water <input type="checkbox"/>	Sewer <input type="checkbox"/> Septic <input type="checkbox"/>
Are there any known wetlands on the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is any of the site within the regulatory floodplain or floodway?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any known threatened or endangered species on the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any known historical resources or cemeteries on the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any covenants or deed restrictions that prohibit this use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you requesting a Future Land Use Map Amendment for this site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, indicate the desired Future Land Use designation:		
Map of requested Future Land Use Map amendment is attached.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you proposing a Development Agreement with this request? (Table 3)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*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

EnerGov 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.

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
<b>Total</b>					

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**

Improvement	Date of Completion
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

If yes, list improvements:

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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		