

Planning & Zoning Department
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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**



2024 MEETING SCHEDULE

APPLICATION DEADLINE

MEETING DATE

NOVEMBER 30, 2023.....	JANUARY 8, 2024
DECEMBER 28, 2023.....	FEBRUARY 12, 2024
FEBRUARY 1, 2024.....	MARCH 11, 2024
FEBRUARY 29, 2024.....	APRIL 8, 2024
MARCH 28, 2024.....	MAY 13, 2024
MAY 2, 2024.....	JUNE 10, 2024
MAY 30, 2024.....	JULY 8, 2024
JUNE 27, 2024.....	AUGUST 12, 2024
AUGUST 1, 2024.....	SEPTEMBER 9, 2024
AUGUST 29, 2024.....	OCTOBER 14, 2024
OCTOBER 3, 2024.....	NOVEMBER 4, 2024 *
OCTOBER 31, 2024.....	DECEMBER 9, 2024
NOVEMBER 27, 2024.....	JANUARY 13, 2025

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*