

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

www.horrycountysc.gov



**Phone:** 843-915-5340

**Fax:** 843-915-6340

Email Application to:  
[ZBAApplications@horrycountysc.gov](mailto:ZBAApplications@horrycountysc.gov)

## **ZONING BOARD OF APPEALS SUBMITTAL REQUIREMENTS**

### **VARIANCE**

**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**

**An application fee of \$200 for Residential / \$350 for Commercial Application** is required for each variance, appeal or special exception application; payable by cash, check or card 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



## Variance 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 \_\_\_\_\_

**VARIANCE REQUEST**

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1. Applicant hereby appeals for a variance from the requirements of the following provisions of the Zoning Ordinance:

Article(s): \_\_\_\_\_ Section(s): \_\_\_\_\_

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2. Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Required</u>	<u>Requested</u>
Front Setback: _____	Front Setback: _____
Side Setback: _____	Side Setback: _____
Rear Setback: _____	Rear Setback: _____
Minimum Lot Width: _____	Minimum Lot Width: _____
Min Lot Width @ Bldg. Site: _____	Min. Lot Width @ Bldg. Site: _____
Max Height of Structure: _____	Max Height of Structure: _____

Other Variances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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3. South Carolina Law 6-29-800(A)(2) required the following findings in order for the ZBA to grant a variance. **The failure to completely answer these questions will render your application incomplete and your case will not be heard.**

- a. What extraordinary and exceptional conditions pertain to this particular piece of property?  
\_\_\_\_\_
- b. Why do these conditions not apply to other properties in the vicinity?  
\_\_\_\_\_
- c. Why do the conditions listed in 3a and 3b along with the zoning ordinance sections cited in 1 prohibit or reasonably restrict the utilization of the property?  
\_\_\_\_\_
- d. Will the authorization of the variance cause a substantial detriment to the adjacent property, public good or harm the character of the district?  
\_\_\_\_\_

**\*\* The fact that property may be utilized more profitably may not be considered grounds for a variance.**

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4. Are there Restrictive Covenants on this property that prohibit or conflict with this request? YES  NO

5. Applicant 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's Signature

\_\_\_\_\_  
Date

# 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*