



PROCEDURES TO APPLY TO THE ZONING BOARD OF APPEALS

1. Mandatory date of submission _____
2. Date/Time of Hearing _____
3. Filing Fee of \$75.00
4. 10 Copies of site plan, application and supporting documents. All documents shall be submitted in packet form.
5. Notice shall be posted on or adjacent to the affected property, such notice being visible from each public thoroughfare abutting the property for cases involving variances or special use permits. (Administration Board, Zoning Board of Appeals – Division 7.5.30. The sign shall be setback no more than five feet from the street right-of-way. Posting notice shall be removed after the date of the hearing. The Zoning Department shall provide the posting notice to the applicant no later than 15 days prior to the meeting date.
6. Site plan must be drawn to scale by a Registered Engineer or Registered Land Surveyor, showing existing and proposed structures. (E.g. houses, septic systems, setbacks, buffers, etc.)
7. Applicant must submit a detailed narrative covering all aspects and reasons why the variance/appeal/special use permit is being sought. **Applications that do not address all of the standards for variances listed in Division 7.2.140 (D) (1) (A) (B) (C) (D) (E) (F) (G) and (H), (See attached excerpt of the (Comm. Dev. Code) will not be heard. PLEASE NOTE: It will not be the responsibility of the staff to ensure all of the standards are addressed.**
8. **If verbatim minutes are required, the applicant must hire a court reporter for his/her Zoning Board of Appeals hearing and give copy of those verbatim minutes to the Zoning Department for their files. The ZBOA will only provide summary, not verbatim, minutes of the proceedings.**
9. Applicant must notify the surrounding property owners within 500' of the property of the variance/special use requests by certified mail, no less than 15 calendar days prior to the public hearing. (Public Hearing – Division 7.4.50). Applicant must submit copies of the certified mail receipt to the Zoning Department 14 calendar days prior to the date of hearing.
10. The applicant or any party of interest may appear in person or by agent or attorney. **PLEASE NOTE: The Board may postpone or proceed to dispose of a matter on the agenda in the absence of an appearance on behalf of an applicant.**
11. The hearing will be held in the Administration Building, County Council Chambers, 100 Ribaut Road, Beaufort.