



# BERKELEY COUNTY SC

**BERKELEY COUNTY**  
**Planning and Zoning**  
Planning and Zoning Department  
1003 Highway 52, Moncks Corner, Sc 29461

## APPLICATION FOR SPECIAL EXCEPTION PERMIT

Per Berkeley County Zoning Ordinance No. 01-8-35, Article 11.2  
(SC Code of Law 6-29-800)

Applications are due by COB of the previous month's meeting date.

Application Fee is **\$150.00** (Non-Refundable). Cash, Check, Credit Card (online only) Accepted.

Checks may be made out to **BERKELEY COUNTY**

PRINTED NAME OF APPLICANT: \_\_\_\_\_

PARCEL NUMBER(S) (TMS): \_\_\_\_\_

### APPLICANT INFORMATION

PRINTED Name of Applicant: \_\_\_\_\_

Relation to Property Owner (Check One):

☐ I am the Owner    ☐ I am the Authorized Agent

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### PROPERTY OWNER'S CONTACT INFORMATION (IF NOT STATED ABOVE)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

### BZA MEETING DATE AND EXPECTATIONS

BZA Meeting Date Applied for: \_\_\_\_\_

I understand that I will be asked to speak on behalf of my request and that I, or a representative will need to be in attendance. If, for some reason I or a representative will not be able to attend the scheduled meeting, I must submit a written request for deferral to another date in accordance with the adopted [Defeat/Deferral Policy](#) or withdraw my application.

**Applicant's  
Initials Here:**

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PARCEL NUMBER(S) (TMS): \_\_\_\_\_

### PROPERTY AND SUBMITTAL INFORMATION

TMS#: \_\_\_\_\_ Zoning: \_\_\_\_\_

Physical Address of Subject Property: \_\_\_\_\_

What is the intent of this Request? \_\_\_\_\_

Present Use of the Property: \_\_\_\_\_

(1) The Applicant hereby Appeals to the Board of Zoning Appeals for a Special Exception for use of the property as \_\_\_\_\_ and more fully described in this application, which is a permitted Special Exception under Section \_\_\_\_\_ of the Zoning Ordinance.

(2) The Applicant will meet the standards in Section \_\_\_\_\_ of the Zoning Ordinance which are applicable to the proposed Special Exception in the following manner (use additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) List any concession or additional requirements that you agree to for the Board of Appeals to include If the request is approved (use additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### The following information **MUST BE** submitted with this application:

#### 1. SITE PLAN

This should be on a copy of the recorded plat (8"x11"), if available. Sketch showing ALL existing and proposed buildings, bufferyards, roads, driveways, parking spaces, fencing, and other physical improvements in relation to the request.

#### 2. OPERATIONS PLAN

This will detail how the intended use will be operated and maintained in compliance with the stated conditions applicable to the request.

#### 3. PROJECT NARRATIVE

The project narrative addresses how each of the stated conditions are satisfied in the site and operations plans submittal.



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### SUBMITTAL ENCLOSURES (PLEASE CHECK ALL THAT APPLY)

- ☐ Existing Plat of Record
- ☐ Site and/or Operations Plan
- ☐ Project Narrative, addressing every stated condition required for intended use
- ☐ Traffic Impact Analysis (When Required)
- ☐ Other (please specify): \_\_\_\_\_

### Acknowledgments:

I, the applicant, hereby acknowledge by my signature that this application is complete and accurate to the best of my knowledge, information, and benefit, **I have read and understand the requirements applicable for review, approval, and compliance**, understand (1) the decisions of the Board are final, (2) my rights to appeal, and (3) if an approved Special Exception is not used/exercised within a period of 2-years following approval, vesting will be lost in accordance with the SC Vested Rights Act, I acknowledge that (1) construction of the intended Special Exception use and associated site improvements shall not commence until a Special Exception is issued by the Board Of Zoning Appeals (BZA), the associated single-site development (site) plan is submitted, reviewed, and, upon demonstrated compliance to applicable requirements and any additional conditions imposed by the BZA, approved in accordance with the processes and requirements set forth in Chapter 59, and all applicable building, trades, and other applicable permits have been issued, that (2) operations shall not commence until the site is inspected by applicable county personnel and deemed to be in conformance with the approved single-site development (site) plan, the standards stipulated in Zoning Ordinance, and applicable authorizations for occupancy have been issued by the Building and Codes Department, and failure to comply with applicable requirements and conditions will result in revocation of the Special Exception permit as established in the Zoning and Development Standards Ordinance. I hereby release, hold harmless, and indemnify forever Berkeley County, its employees, and agents, both individually and jointly, from any and all liability or responsibility for any foreseen or unforeseen damage, including, but not limited to, death, bodily injury, personal injury, and property damage, arising from the home occupation located at the above-referenced property by adjoining landowners, visitors and/or any user of the home, including, but not limited to, the public at large, I am the owner of the subject property or the authorized representative of the owner, and authorize the subject property to be posted and/or inspected. I also hereby certify that the tract(s) or parcel(s) of land to which this approval request pertains *is not restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity for which approval is sought*, as provided in the South Carolina Code of Laws, Section 6-29-1145, and are exempt per Section 59.35 of the Berkeley County Code of Ordinances.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Property Owner Authorization:

I (we) certify that I (we) are the owners of the property involved in this application and further that I (we) designate the person signing as applicant to represent me (us) in this special exception application.

Property Owner(s) Printed Name: \_\_\_\_\_

Property Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_