



City of Myrtle Beach Zoning Board of Appeals Application Information

- Board meets the second Thursday of each month.
- Hearings are held in the large conference room located in the City Services Building at 921 N Oak St
- Hearings begin at 1:30pm
- Hearing agenda sets the order in which cases will be heard. The agenda is prepared in the order in which applications are received
- The deadline for receipt of any application is 12:00pm, fourteen (14) workdays prior to the hearing. This normally is twenty (20) calendar days prior to the hearing date
- A non-refundable \$100.00 filing fee must accompany the application
- Incomplete applications cannot be accepted.
- To assist the Board in its decision, additional information may be provided such as photographs, detailed plans or drawings with accurate measurements, letter of support from surrounding neighbors etc.

An application consists of two parts; Form 1 – Notice of Appeal and the specific type of request form:

- Form 2 – Appeal of a Decision of the Zoning Administrator
- Form 3 – Variance Application
- Form 4 – Special Exception Application

It is important to carefully complete all the required information on each form.

The Zoning administrator is available to answer any questions you may have regarding the filing of an appeal, however, the administrator cannot fill the form out for the applicant nor can he furnish specific instructions on how to answer any of the questions. For example, the responses to the four questions required in order for a variance to be granted must be prepared by the applicant.

Contact:

Ken May

Director of Planning and Zoning / Zoning Administrator

Planning and Zoning Department

921 N Oak St

Myrtle Beach, SC 29577

Ph: 843-918-1167

kmay@cityofmyrtlebeach.com

City of Myrtle Beach
Notice of Appeal
Board of Zoning Appeals

Date Filed Permit Application No. Appeal No. Hearing Date

Instructions

This form must be completed on a hearing on appeal from action of a zoning official, application for a variance, or application for special exception. Entries must be printed or typewritten. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent.

Do not fill in shaded areas.

An accurate, legible plot plan showing property dimensions and locations of all structures and improvements must be attached to an application for variance or special exception.

A \$100.00, non-refundable, filing fee must accompany this application.

THE APPLICANT HEREBY APPEALS [indicate one

- from action of a zoning official as stated on attached Form 2.
for a variance as stated on attached Form 3.
for a special exception as stated on attached Form 4.

APPLICANT(S) [print]:

Address:

Telephone: [work] [home]

Interest: Owner(s); Adjacent Owner(s); Other:

OWNER(S) [if other than Applicant(s)]:

Address:

Telephone: [work] [home]

[Use reverse side if more space is needed]

PROPERTY ADDRESS:

Lot, Block, Subdivision

Tax Map No. Plat Book Page

Lot Dimensions: Area:

Zoning District: FEMA Flood Zone:

DESIGNATION OF AGENT [complete only if owner is not applicant]:

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this application.

Date:

Owner signature(s)

I (we) certify that the information in this application and the attached Form 2, 3, or 4 is correct.

Date:

Applicant signature(s)

**City of Myrtle Beach
Appeal from Action of Zoning Official
Board of Zoning Appeals**

Date Filed _____ Permit Application No. _____ Appeal No. _____ Hearing Date _____

1. Applicant hereby appeals to the Board of Zoning Appeals from the action of the Zoning Official affecting the property described in the Notice of Appeal [Form 1] on the grounds that granting denial of an application for a permit to:

was erroneous and contrary to provisions of the zoning ordinance in Section(s); _____ or other action or decision of the Zoning Official was erroneous as follows:

2. Applicant is aggrieved by the action or decision in that:

3. Applicant contends that the correct interpretation of the zoning ordinance as applied to the property is:

4. Applicant requests the following relief:

Date: _____

Applicant(s) Signature

**City of Myrtle Beach
Variance Application
Board of Zoning Appeals**

Date Filed _____ Permit Application No. _____ Appeal No. _____ Hearing Date _____

1. Applicant hereby appeals to the Board of Zoning Appeals for a variance from the strict application to the property described in the Notice of Appeal [Form 1] of the following sections of the Zoning Ordinance:

so that a permit may be issued to allow use of the property in a manner shown on the attached plot plan, described as follows:

for which a permit has been denied by a zoning official on the grounds that the proposal would be in violation of the cited section(s) of the Zoning Ordinance.

2. The application of the ordinance will result in unnecessary hardship, and the standards for a variance set by State law and the ordinance are met by the following facts. **[Note: All four conditions (a. through d.) must be answered and found to be factual before the board can consider granting a variance]**

- a. There are extraordinary and exceptional conditions pertaining to the particular piece of property as follows:

- b. These conditions do not generally apply to other property in the vicinity as shown by:

- c. Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property as follows:

- d. The authorization of the variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by the granting of the variance for the following reasons:

3. The following documents are submitted in support of this application: [A plot plan must be submitted.]_

Date: _____

Applicant signature(s)

**City of Myrtle Beach
Special Exception Application
Board of Zoning Appeals**

Date Filed _____ Permit Application No. _____ Appeal No. _____ Hearing Date _____

1. Applicant hereby appeals to the Board of Zoning Appeals for a special exception for use of the property described in the Notice of Appeals [Form 1] as: _____

which is a permitted special exception under the district regulation in Section _____ of the Zoning Ordinance.

2. Applicant will meet the standards in Section _____ of the Zoning Ordinance that are applicable to the proposed special exception in the following manner: _____

3. Applicant suggests that the following conditions be imposed to meet the standards in the Zoning Ordinance: _____

4. The following documents are submitted in support of this application: _____

[A plot plan must be submitted.]

Date: _____

Applicant signature(s)