



Community Appearance Board Application

(Required for all commercial, multi-family residential, beachfront structures and site work)

City of Myrtle Beach | Myrtle Beach, South Carolina

Important information regarding **ALL** Community Appearance Board applications:

- Community Appearance Board (**CAB**) Duties and Powers are set by the City of Myrtle Beach Zoning Code of Ordinances, Section 603.A
- CAB meetings are conducted on the First and Third Thursday of each month unless otherwise noted on the schedule. (Please see the approved yearly schedule for submittal, revision and meeting dates)
 - Meetings begin at **1:30 PM** and are conducted at the City Services Building located at **921 North Oak Street** (Location of meeting may be subject to change)
 - **A representative or representatives of the project must be present at the meeting**
- CAB Application can be submitted as a “Conceptual” review where the Board will not take any action on the application, a “Conceptual/Final” for an accelerated review, or as a “Final” review if the project has previously been reviewed conceptually
- **CAB approval is not a permit.** If approved by CAB, please contact the City of Myrtle Beach Construction Services Department to obtain your permit
- Minimum required documents needed for CAB are listed on page 2 of this application
- **This form must be submitted with your applicable permit application to planreviewer@cityofmyrtlebeach.com or signpermits@cityofmyrtlebeach.com if applying for a sign**

Types of work that require CAB approval prior to a permit being issued by the City of Myrtle Beach:

- New building(s) or structure(s) on all commercial or oceanfront properties
 - Examples of structures: buildings, accessory buildings, dumpster and dumpster enclosures, fences, etc.
- Altering the exterior appearance of an existing building(s) or structure(s) on all commercial or oceanfront properties
 - Examples of altering the appearance: changing the color of the exterior paint/color, change in building materials, additions to existing buildings and structures, etc.
- Site work including but not limited to: grading, parking lot(s), driveway(s), dumpster pads, sewer work, utility services, storm water management systems, tree removal, tree protecting, landscaping and landscape buffers
- Outdoor Café and/or dining areas
- Wireless Telecommunications including but not limited to: monopoles, antennas, equipment, and accessory structures
- Signs- New signs and/or altering the appearance of any existing exterior sign require CAB review (Building mounted, applied to awnings, or freestanding signs)
- Exterior lighting fixtures (e.g. Parking lot lighting, exterior building mounted lighting)

Information on how to submit for CAB review and for Construction Services and Zoning permits:

- The “CAB Application” **must be submitted with all applicable permit application(s)** by the deadline stated on the CAB schedule
- **Incomplete submittals will not be accepted**
- **Permit applications and required documents can be submitted to Construction Services Department:**
 - Permit Forms and Requirements: Can be found at www.cityofmyrtlebeach.com
 - Email permit (except signs) forms to: planreviewer@cityofmyrtlebeach.com
 - Email sign permit forms: signpermits@cityofmyrtlebeach.com
 - For questions on submitting files or application requirements, contact 843-918-1111
- **Questions regarding zoning regulations:**
 - Zoning Code of Ordinances can be found at www.cityofmyrtlebeach.com
 - For questions on submitting files or application requirements, contact 843-918-1050
- **Questions on the Community Appearance Board review process:**
 - Contact Heidi Soos, CAB Coordinator, at 843-918-1081 or hsoos@cityofmyrtlebeach.com



Community Appearance Board Application

(Required for all commercial, multi-family residential, beachfront structures and site work)

City of Myrtle Beach | Myrtle Beach, South Carolina

****Submit this form to planreviewer@cityofmyrtlebeach.com with your applicable permit applications****

Project Information (All fields required)

Name of Project:	Horry County PIN:
Address of Project:	Lot # and Block:
Type of Community Appearance Board Review Requested: <input type="checkbox"/> Conceptual (No action will be taken) <input type="checkbox"/> Conceptual/Final (Accelerated Review) <input type="checkbox"/> Final (When previously reviewed)	
CAB Meeting Date Requested:	Name and contact phone of representative who will attend meeting:

Project Contact Information- Please provide one main point of contact for the project (All fields required)

Project Contact Business Name:	Name of Contact Person:
Contact Phone Number:	Contact Email:

Project Details and Requirements

Detailed Description of Project: <i>(Include description of building(s), landscaping, parking lot/site work, fences, dumpster enclosures, etc.)</i>	
Requirements for the CAB Application: <i>(Additional requirements may be requested)</i> Please check each box and initial below that you have read over all of the requirements and that you have provided all necessary documents along with your applicable permit(s) and CAB applications:	<input type="checkbox"/> All applicable permit applications (e.g. Building Permit, Sign Permit, Lighting Permit, etc.) <input type="checkbox"/> Misc. documents that are required if applicable: Landlord/HOA/Property Owner approval letter, flood elevation certificate <input type="checkbox"/> Stamped survey plat showing property with all proposed structures (including but not limited to decks, secondary buildings, pools, fences, etc.) and including elevations of all property corners and one near the center of the lot, prepared within six months of application date <input type="checkbox"/> Site plan, drawn to a scale of at least 1 inch = 20 feet , indicating: all existing features of the property which will be retained, all proposed buildings and structures (include FFE of building per Zoning Code Section 1702.A), improvements, driveways, traffic flow (including drive-thru stacking), parking (include parking count and handicap accessible spots), loading area layout, outdoor living areas, buffer areas (buffering and landscaping areas for all vehicular use areas and property lines abutting incompatible land uses), utility services and location of solid waste containers/enclosures <input type="checkbox"/> Tree survey in accordance with Zoning Code Section 902.H <input type="checkbox"/> Landscape plan in accordance with Zoning Code Section 902.H (Required for final reviews) <input type="checkbox"/> Architectural drawings or sketches drawn to a scale of at least 1/8", showing all elevations of the proposed structures or elevations that are being altered as they should appear on completion of construction. Include floor plan with all rooms labeled; also indicate on cover sheet the building height, area of calculations, square footage of building, type of construction, occupancy load, egress plan showing exit access travel distance & distance apart of exit door or exit access doorways, and handicap accessible public entrances <input type="checkbox"/> Provide a PDF or Powerpoint presentation of the project to include the following: color renderings showing all facades, material samples (colors and textures), a series of color photographs showing the existing site(s) and adjoining properties. Photos needs to include existing buildings, signs, exterior lighting, landscape features or unusual topographic features <input type="checkbox"/> A material list with pictures of samples and colors provided with the PDF or Powerpoint presentation. Additional physical material and paint color samples may be requested.
Applicant's Initials	

Certification

I certify that this application is complete and presented as herein required. I further understand that an incomplete submission may result in a delay of the project review by the Community Appearance Board (CAB).

Signature of Authorized Agent

Printed Name/Title of Authorized Agent

Date

Mailing Address: PO Box 2468, Myrtle Beach, SC 29578-2468 | Physical Address: 921 North Oak Street, Myrtle Beach, SC 29577

Revised March 2023 | Page 2 of 2