



**PETITION FOR ANNEXATION AND ZONING REQUEST FORM**

This is an application to request the annexation of single or multiple parcels of land into the corporate limits of the City of Myrtle Beach, South Carolina. All information contained in this application is subject to public disclosure under the South Carolina Freedom of Information Act (FOIA).

**TYPE OR PRINT** all answers on this application. Attach any additional information requested to complete this application. There is NO FEE for this application.

The following items are required to process a request for annexation:

- \_\_\_\_\_ Completion of this annexation application and zoning request form.
- \_\_\_\_\_ Annexation petition signed by all owners of the property to be annexed or authorized agent representing property owner. If property owner(s) is/are represented by an agent, please attach a letter or other document giving the agent authority to act on behalf of the current owner.
- \_\_\_\_\_ Written legal description (metes and bounds) of the property.
- \_\_\_\_\_ A recent boundary survey (or equivalent): **38 paper copies no larger than 11” X 17”and a digital copy in either .pdf or .jpeg format.**
- \_\_\_\_\_ Copy of deed(s) proving ownership of property.

Requests for annexation are considered by the Planning Commission at their regularly scheduled meeting (the third Tuesday of the month). To be placed on the Planning Commission’s agenda, the completed petition for annexation application and zoning request form and all additional requested materials must be submitted to the City of Myrtle Beach Planning Department (located on the first floor of City Hall) by 5:00 p.m. on the date of the deadline. A deadline schedule is available from the Planning Department upon request. The recommendation of the Planning Commission will be forwarded to City Council for final action. **This application in no manner implies approval or acceptance of the proposed annexation or requested zoning by the City of Myrtle Beach nor does the City waive its right and privilege to deny such application.**

If there are any questions regarding annexation and zoning policies and procedures, or if you need assistance in completing the application please contact the Planning Department at:

**CITY OF MYRTLE BEACH PLANNING DEPARTMENT  
 CITY HALL  
 937 BROADWAY  
 P.O. BOX 2468  
 MYRTLE BEACH, SC 29578  
 PHONE – 843-918-1050 / FAX – 843-918-1083  
 WEBSITE - [www.cityofmyrtlebeach.com](http://www.cityofmyrtlebeach.com)**

# ANNEXATION APPLICATION AND ZONING REQUEST FORM

PRINT OR TYPE ALL ANSWERS (EXCEPT SIGNATURE)

**APPLICANT INFORMATION:**

**Primary Contact:** \_\_\_\_\_

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

\_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Property Owner # 1:** \_\_\_\_\_

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

\_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Agent # 1 (if applicable): \_\_\_\_\_

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

\_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner # 2:** \_\_\_\_\_

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

\_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Agent # 2 (if applicable): \_\_\_\_\_

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

\_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner # 3:** \_\_\_\_\_

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

\_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Agent # 3 (if applicable): \_\_\_\_\_

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

\_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

ANNEXATION APPLICATION AND ZONING REQUEST FORM

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Description of Property.

Horry County Tax Map (TMS) Number: \_\_\_\_\_

Street address of property to be annexed (if applicable): \_\_\_\_\_

Current Horry County Zoning Designation: \_\_\_\_\_

Exact size of subject property: Acre(s): \_\_\_\_\_ Square Footage: \_\_\_\_\_

Zoning Requested.

What type of zoning district is requested? \_\_\_\_\_

What City Zoning District is requested (if known)? \_\_\_\_\_

(NOTE: The zoning district requested in this petition for annexation application may not be the zoning district approved for the subject parcel by City Council after consideration and approval of the annexation request).

Explain why this property should be zoned as requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specify proposed land use (i.e. retail store, single-family homes, restaurant, etc...): \_\_\_\_\_

**SIGNATURE AND CERTIFICATION**

The undersigned hereby respectfully request that the City of Myrtle Beach Planning Commission review this petition for annexation and zoning request form for the above-described property. All of the above statements and information, whether written on this application or attached, are true and correct to the best of my knowledge and belief. Signature(s) of all property owner(s) or authorized agent(s) must be obtained before application can be accepted for processing.

Signature of Property Owner # 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Agent # 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner # 2: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Agent # 2: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner # 3: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Agent # 3: \_\_\_\_\_ Date: \_\_\_\_\_

**100% PETITION FOR ANNEXATION**

PRINT OR TYPE ALL ANSWERS (EXCEPT SIGNATURE)

TO THE MAYOR AND COUNCIL OF THE CITY OF MYRTLE BEACH:

We, the undersigned, being 100% of the freeholders owning 100% of the assessed value of the property in the contiguous territory described below and shown on the attached plat, hereby petition for annexation of said property by ordinance effective as soon hereafter as possible, pursuant to South Carolina Code 5-3-150.

Legal description of property (attach additional sheets if necessary): \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE UNDERSIGNED ACKNOWLEDGE THAT THIS PETITION IS IRREVOCABLE:**

Signature of property owner # 1: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of authorized agent # 1: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of property owner # 2: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of authorized agent # 2: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of property owner # 3: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of authorized agent # 3: \_\_\_\_\_ Date: \_\_\_\_\_

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