



RICHLAND COUNTY BOARD OF ZONING APPEALS APPLICATION CHECKLIST

A completed application package must be received by the Zoning Division no later than 5:00 pm on the 1st working day of the month to be eligible for the following month's Board of Zoning Appeals meeting. An application is not complete unless ALL applicable checked items and associated fee are provided.

- Completed application
- Completed Information Sheet
- A scaled drawing or plat of the parcel, which shall include any buildings or structures which are the subject of the request
- Other, as determined by the zoning office.

Deferrals for all special exceptions, variances or administrative reviews will cost an additional 50% of the initial fee.

Initial: _____

All fees are nonrefundable

- | | | |
|--------------------------|-----------------------|----------|
| <input type="checkbox"/> | Special Exception | \$52.66 |
| <input type="checkbox"/> | Variance | \$105.31 |
| <input type="checkbox"/> | Administrative Review | \$105.31 |

I hereby certify that I have read this application and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable County Ordinances and State Laws related to land development. I am the property owner, or his/her authorized agent of the subject site(s). **I understand that falsifying any information herein may result in nullification of this request.**

Property owner or authorized agent

Date

If you are in need of additional information, the staff of the Richland County Planning Department may be contacted at: (803) 576-2190

Received

Initial: _____

Date: ____/____/____



BOARD OF ZONING APPEALS

NOTICE OF APPEALS



Receipt #	Appeal #	Fee Paid \$
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The 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 typed or printed legibly in dark ink. 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.

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

The Applicant hereby appeals (as stated on attached form):

- Administrative Review
 Variance
 Special Exception

Applicant(s): _____

Address: _____

Telephone: _____
 E-mail: _____

Property Owner(s) [if other than Applicant(s)]: _____

Address: _____

Telephone: _____
 E-mail: _____

Address of Property for Board Consideration: _____

Zoning District: _____ TMS: _____

DESIGNATION OF AGENT

[Complete only if property owner is not applicant]

I (we) hereby appoint the applicant(s) as my (our) agent to represent me (us) in this application.

 Name (Print or Type)

 Signature of Applicant(s)

 Date

I (we) certify that the information in this application and the attached forms are correct.

 Name (Print or Type)

 Signature of Owner(s)

Any previous requests for same variance/special exception

Yes No If "yes", Case No. _____ Date _____

If you are in need of information or general correspondence, the staff of the Richland County Planning Department may be contacted at: BOZA@RICHLANDONLINE.COM.



BOARD OF ZONING APPEALS VARIANCE APPEALS



Application # _____

1. Location _____
 TMS Page _____ Block _____ Lot _____ Zoning District _____

2. Applicant hereby appeals to the Zoning Board of Appeals for a variance from the strict application to the property as described in the provisions of Section _____ of the Richland County Zoning Ordinance.

3. Applicant requests a variance to allow use of the property in a manner shown on the attached site plan, described as follows: _____

4. The application of the ordinance will result in unnecessary hardship, and the standards for a variance set by Sec. 26-602.3b(1) of the Richland County Zoning Code are met by the following facts.

a) There are extraordinary and exceptional conditions pertaining to the particular piece of property as following: _____

b) Describe how the conditions listed above were created: _____

c) These conditions do not generally apply to other property in the vicinity as shown by: _____

d) 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: _____

e) The authorization of the variance will not be of substantial detriment to the 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: _____

5. The following documents are submitted in support of this application [a site plan must be submitted]:

a) _____

b) _____

c) _____

(Attach additional pages if necessary)

 Applicant's Signature

 Address

 Telephone Number

 Printed (typed) Name

 City, State, Zip Code

 Alternate Number



RESTRICTED COVENANTS AFFECTING PERMIT ACTIVITY



I, _____, am the Applicant for a _____ permit for the purpose of _____, and I hereby truthfully disclose that, to the best of my personal knowledge, the tract or parcel of land subject to said permit:

_____ is restricted by a recorded covenant that is contrary to, conflicts with, or prohibits the activity for which this permit applies.

_____ is NOT restricted by a recorded covenant that is contrary to, conflicts with, or prohibits the activity for which this permit applies.

I further understand and agree that unless stated above, Richland County does not have actual notice of any recorded covenant that is contrary to, conflicts with, or prohibits the activity for which this permit applies. Applicant therefore agrees to indemnify and hold harmless Richland County from any Liabilities resulting from any Claims in the event that the permitted activity is found to be in violation of a recorded covenant.

As used herein:

- (1) 'actual notice' is not constructive notice of documents filed in local offices concerning the property, and does not require Richland County to conduct searches in any records offices for filed restrictive covenants;
(2) 'permit' does not mean an authorization to build or place a structure on a tract or parcel of land; and
(3) 'restrictive covenant' does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land."

SIGNATURE OF APPLICANT

PRINTED NAME OF APPLICANT

ADDRESS

CITY/STATE/ZIP

DATE