



## **Planning Commission**

### **Rezoning Application Submission Requirements**

1. All rezoning request shall be submitted to the Planning & Community Development Department at 1134 N. Fraser Street, Georgetown, SC 29440. For Planned Development District request the applicant shall meet with the Director of Development prior to submitting a rezoning application.
2. If the rezoning request involves multiple properties or sources of ownership, please itemize a list of tax map number(s) and owner(s).
3. It is imperative that a complete application shall be submitted to the Planning Department. A completed rezoning application shall consist of the following:
  - Property owner signatures and any designated agent signature, all tax map numbers to be rezoned with acreage amounts.
  - Current zoning of property(s) to be rezoned and proposed zoning.
  - Fees must be paid prior to review.
  - All requests for Planned Development Districts (PD) shall also include the attached requirements for those proposed districts.
4. Failure to submit a complete application will result in the application being returned to the applicant.
5. Mandatory attendance is required at the Planning Commission Meeting by the applicant or a representative.
6. A public Hearing is held by the Planning Commission on all rezoning requests. The Planning Commission makes a recommendation as to whether the property(s) should be rezoned. Their recommendation is then forward to the Mayor and City Council for action.
7. The City Council normally has two readings for each request in which the Planning Commission forwards. If City Council denies the first reading of the requested rezoning, the application is denied.
8. If at any time, the City Council votes to disapprove the request, the application is denied. Rezoning requests for the same classification on the same parcel(s) may not be resubmitted for a period of one (1) year from the date of the City Council denial.



## Rezoning Application

Tax Map Number \_\_\_\_\_  
Area (sq. ft. or acres) \_\_\_\_\_  
Physical Address of Property \_\_\_\_\_  
\_\_\_\_\_  
Existing Use of Property \_\_\_\_\_  
Location of Property \_\_\_\_\_  
Existing Zoning District \_\_\_\_\_ Requested Zoning District \_\_\_\_\_

### Ownership Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### Agent Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

What road will provide access to the site: \_\_\_\_\_  
Is the access road a paved or unpaved road: \_\_\_\_\_  
Approximately how many acres of the site is considered wetlands: \_\_\_\_\_  
Is any of the site considered a floodplain or floodway: \_\_\_\_ Yes \_\_\_\_ No  
Are high traffic patterns a concern in your area: \_\_\_\_ Yes \_\_\_\_ No

### Important Notes:

- A plat of the property to be rezoned shall be submitted with this application.
- An application fee of \$300.00 must accompany application. GL# (0010.00.323.024)
- Notice to Adjacent Property Owners: The person requesting the Zoning Map Amendment must submit to the Building & Planning Department stamped envelopes with the following return address on the envelope: "Georgetown City Zoning" 1134 N Fraser St, Georgetown, South Carolina 29440. Planning & Community Development staff will comprise a letter and a map and send them to the residents or businesses within two hundred (200) feet of the proposed rezoned property to notify them.
- It is understood by the undersigned that while this application will be carefully reviewed and considered the burden of proving the need for the proposed rezoning rest with the applicant.



## Signature Page

Applicant/Agent hereby certifies that the information provided in this application is correct.

Owners:

---

Print Name	Signature	Date
------------	-----------	------

---

Print Name	Signature	Date
------------	-----------	------

## Corporation/Partnership

---

Print Corporation/Partnership Name (if in LLC or Corp. name please, provide authorization to sign)

---

Print Name	Signature	Date
------------	-----------	------

---

Print Title and Name

## Designation of Agent:

I (we) hereby appoint the person named as applicant as my (our) agent to represent me (us) and act on my (our) behalf in this request for rezoning, as he/she deems necessary and proper.

---

Print Agents Name

---

Signature of Agent	Date
--------------------	------

---

Signature of Owner	Date
--------------------	------

---

Witness Signature	Date
-------------------	------

## Planned Development Details

**Instructions:**

**A Planned Development (PD) requires a minimum of ten (10) contiguous acres of land.**

10 copies of this form and all information that follows shall be submitted with the application to establish or amend a Planned Development. If additional space is necessary to fully answer a question, supplemental answer sheets may be attached to this form. If additional space is necessary to answer questions that are in tables, the table for such questions shall be reproduced and answered in the same manner as that shown below.

Please provide a statement of intent (Narrative), describing the proposed project (including but not limited to number of proposed lots, proposed amenities, wetlands information and include details as follows:

1. Legal description of site boundaries, and total area of the site
2. Owner information
3. Proposed uses, acreage, and percentage mixture in project

Proposed Use	# of Units	Acreage	Net Density	Gross Density	Percentage of Project

**4. Proposed Dimensional Standards**

Proposed Use	Lot Area (sq ft)	Minimum Lot Width	Setbacks (ft)				Height
			Front	Sides	Rear	Corner	

**5. Open Space provided to meet requirements of Section 713.3 of the Zoning Ordinance**

Open Space Description	Acreage Required	Acreage Provided

Who is proposed to own and maintain open space? \_\_\_\_\_  
 \_\_\_\_\_

6. Will current parking standards set forth in the zoning ordinance be used in this project?  
 \_\_\_\_\_Yes \_\_\_\_\_No If no, indicate proposed standards.

Proposed Use	Parking Required

7. Exterior landscaped buffer proposed? \_\_\_\_\_ (must meet minimum requirements and conditions set forth in Section 713.4 & 713.5 of the Zoning Ordinance.)
8. Wetland buffer proposed? \_\_\_\_\_ (must meet minimum requirements and conditions set forth in Section 713.5 of the Zoning Ordinance.)
9. Proposed signage allowances and requirements? \_\_\_\_\_

10. Will this Planned Development be completed in Phases? If so, include a number of units and approximate construction dates:

Number of Units	Approximate Construction Dates

**Transportation Improvements – All streets (dedicated public streets or private streets and sidewalks shall be constructed to conform to SCDOT standards)**

11. Will proposed roads be public or private? \_\_\_\_\_Public \_\_\_\_\_Private
12. How will proposed Planned Development (or amended Planned Development) affect existing infrastructure such as:
- a) Roadway capacity: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- b) Fire/EMS/Police: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

13. How does the applicant propose to mitigate the effects on the existing infrastructure?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Will off-site improvements be made as a result of this project \_\_\_\_ Yes \_\_\_\_ No

If yes, list improvements and date of proposed completion:

Improvement	Date of Completion

15. Will any project improvements be dedicated to the City of Georgetown? \_\_\_ Yes \_\_\_ No

If yes, list improvements:

---

---

---

16. Public Facilities Impacts from the development:

---

---

---

17. Give a detailed description of storm water management for the proposed project.

---

---

---

---

---

**Attach Ten (10) copies 11" x 17" of the following required information with completed application:**

- a) Proposed narrative.
- b) Location map showing proposed development in context of surrounding area.
- c) Site plan illustrating the proposed location of existing structures, proposed structures, renovations, and/or additions.
- d) Maps showing flood areas (if applicable).
- e) Maps showing critical lines (if applicable).
- f) Plan illustrating proposed land use of each lot or tract within the development.
- g) Plan illustrating the circulation patterns of vehicles, pedestrians, or other traffic.
- h) Plan illustrating proposed community facilities and proposed useable open space.
- i) Plan illustrating the location and specifications of existing and proposed utilities.
- j) Plan illustrating location and specifications of existing and proposed drainage.
- k) Elevations of proposed new structures, renovations, and/or color samples for all commercial, industrial, and mixed use planned development.
- l) Elevations of proposed structures in comparison with the surrounding structures on all commercial, industrial, and mixed use planned development.
- m) Landscape plans with specifications (types, sizes, etc.) of the proposed development.
- n) Topological survey which illustrates existing elevations, the location of existing trees with a minimum caliber of eight inches (8"), and other significant natural features.
- o) Statistical data necessary to evaluate the total development including but not limited to the following:
  - Amount of land proposed to be used for public or semipublic uses such as religious institutions, educational facilities, etc.;
  - Amount of land proposed to be set aside for recreational use;
  - Amount of land in the floodplain and/or unusable land within the project boundary;
  - Traffic study. The scope of which shall consider the current traffic conditions, the traffic generated by the proposed PD site at full development, traffic generated by developments approved in the areas that would affect future traffic flows, and an estimate of future traffic on the system at the time of build out. Calculations shall reference to the current edition of the Institute of Transportation Engineer's Trip Generation Manual;
  - Average daily traffic counts (ADT) for proposed streets within the development (to determine street classification requirements);
  - Proposed number of parking spaces for cars and recreational vehicles and the number of parking spaces per unit;
  - Proposed Density: (only land which can be developed can be used to calculate the units per acre. Wetlands and water bodies shall not be included in calculating density. All density shall be rights of way, dedicated easements, wetlands, and ponds);
  - The name, professional title, and address of the planner, urban designer, architect, or engineer who prepared the proposed plan development;
  - Total area of impervious surfaces within the proposed Planned Development.