



# **GEORGETOWN COUNTY SOUTH CAROLINA ZONING BOARD OF APPEALS**

## **INSTRUCTIONS FOR FILING**

1. All applicable forms must be completed on a hearing on appeal from action of a zoning official or application for a variance. Form 1 must be filled out for all applications to the Zoning Board of Appeals. Form 2, is filled out to appeal an action of a Zoning Official and Form 3, and is used for requests for variance of the requirements contained in the Zoning Ordinance.
2. Entries must be hand printed or typewritten.
3. If the application is on behalf of the property owner (s), all owners must sign.
4. If the applicant is not an owner, the owner(s) must sign the Letter of Agent.
5. An accurate, legible plot plan or survey showing all property dimensions and locations of all structures and improvements must be attached to an application for variance.
6. All evidence to be presented to the Board must be properly labeled and submitted with the application. Any evidence submitted at the hearings will be at the discretion of the Chairman.
7. Attach a list of all adjacent property owners with their current mailing addresses. (Information is available from the Georgetown County Assessor's Office).
8. Include a filing fee of two-hundred-fifty (\$250.00) dollars made out to Georgetown County or \$500.00 for interpretation appeals.

## **HEARING PROCEDURE**

1. A statement of the matter to be heard (Chairman or Secretary).
2. Presentation by applicant (5-minute limit).
3. Presentation by official appealed (5-minute limit).
4. Presentation by opponents (5-minute limit).
5. Rebuttal by applicant (3-minute limit).
6. Un-sworn public comment when appropriate.
7. The Board may question participants at any point on the hearings.
8. Matters in which additional time is granted may be moved to the end of the agenda.
9. The Board will deliberate and make a final disposition.