



Zoning & Planning Department

# Charleston County Temporary Sales Packet

## Forms to be returned to the Planning Department

- Letter of Intent
- Application form
- Restrictive Covenants Affidavit
- Site Plan
- Letter of Coordination from provider of restroom facilities

## Fees to be paid (cash, check, or credit card)

Fees paid *after* zoning review.

- \$50 Zoning fee

Submit electronically by emailing completed documents to:

[zoningpermits@charlestoncounty.org](mailto:zoningpermits@charlestoncounty.org)

\*Additional documents may be necessary for permitting depending on the project.\*



**Zoning and Planning Department**  
 Joel H. Evans, AICP, PLA, Director  
 Lonnie Hamilton III Public Services Building  
 4045 Bridge View Drive  
 North Charleston, SC 29405  
 843.202.7200

**Letter of Intent  
 (Non-Residential)**

**Applicant Information**

<i>First Name:</i>		<i>Last Name:</i>	
<i>Your Home Address:</i>			
<i>Home/Cell Phone #:</i>			
<i>Email Address:</i>			

**Property Information**

<i>Business Address:</i>	
<i>Is this your residence?</i>	
<i>Name of Business and/or Project:</i>	
<i>Tax Map #:</i>	
<i>Day(s) of Operation:</i>	<i>Hours of Operation:</i>
<i>Number of Employees:</i>	<i>Zoning District:</i>

*Please provide a detailed explanation of your proposal:*


Signature:	Date:
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**OFFICIAL USE ONLY**

<b>Zoning District:</b>	<b>Taken in by:</b>
<b>TMS#:</b>	<b>Flood Zone:</b>
<b>Home Occupation:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Vacant for more than 2 years:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Overlay District:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Ingress/Egress:</b> <input type="checkbox"/> Private <input type="checkbox"/> Muni <input type="checkbox"/> County <input type="checkbox"/> State
<b>Name of Overlay District:</b>	<b>Drainage Easements:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Approved use?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>By:</b> <span style="float: right;"><b>Date:</b></span>

# County of Charleston

## ZONING PERMIT APPLICATION

### Applicant (your information):

Public Services Building  
 Planning Department  
 4045 Bridge View Drive  
 North Charleston, SC 29405  
 Phone 843-202-7200  
 Fax 843-202-7222  
[www.charlestoncounty.org](http://www.charlestoncounty.org)



<b>First Name:</b>	<b>Last Name:</b>
<b>Your Home Address:</b>	<b>City, State, Zip:</b>
<b>Phone #:</b>	<b>E-mail address:</b>

### Subject Property Information:

<b>Project Parcel ID # (PID)/ Tax Map # (TMS):</b>

<b>Project Property Address with City, State &amp; Zip Code: (Where the work will be completed)</b>

### Applying for (select ONE):

<input type="checkbox"/>	<b>New Single Family Residence</b>	<input type="checkbox"/>	<b>Addition</b>	<input type="checkbox"/>	<b>Tree Removal</b>
<input type="checkbox"/>	<b>Accessory Structure</b>	<input type="checkbox"/>	<b>Power Pole</b>	<input type="checkbox"/>	<b>Business License</b>
<input type="checkbox"/>	<b>Demolition</b>	<input type="checkbox"/>	<b>Electrical</b>	<input type="checkbox"/>	<b>Safety Inspection</b>
<input type="checkbox"/>	<b>Mobile Home (in flood zone)</b>	<input type="checkbox"/>	<b>Commercial</b>	<input type="checkbox"/>	<b>Tower</b>
<input type="checkbox"/>	<b>Mobile Home (not in flood zone)</b>	<input type="checkbox"/>	<b>Solar Panels</b>	<input type="checkbox"/>	<b>Temporary Sales</b>
<input type="checkbox"/>	<b>Pool</b>	<input type="checkbox"/>	<b>Site Construction</b>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>Renovation /Alteration</b>	<input type="checkbox"/>	<b>Fence/Gate</b>	<input type="checkbox"/>	

### Construction Information for NEW Construction (DO NOT LIST EXISTING):

1 <sup>st</sup> Floor SQ FT	2 <sup>nd</sup> Floor SQ FT	3 <sup>rd</sup> Floor SQ FT	Attached or Drive Under Garage SQ FT (CIRCLE ONE)	Detached Garage SQ FT	Covered Porch SQ FT	Shed/Deck/ Carport (CIRCLE ONE)	Pool SQ FT

Building Height	Total Heated SQ FT	Total Cost of Construction	Mobile Home SQ FT	Addition only Added SQ FT	Lot SQ FT	Impervious SQ FT

<b>Applicant Signature:</b>	<b>Date:</b>

### Official Use Only:

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Received By:

Date:

App #:



Joel H. Evans, AICP, PLA  
Zoning & Planning Director

843.202.7200  
1.800.524.7832  
Fax: 843.202.7222  
Lonnie Hamilton, III  
Public Services Building  
4045 Bridge View Drive  
North Charleston, SC 29405-7464

**RESTRICTIVE COVENANTS AFFIDAVIT**

I, \_\_\_\_\_, have researched the restrictive covenants applicable to Parcel Identification Number/s (PID #) \_\_\_\_\_ located at (address/es) \_\_\_\_\_, and have found that either there are no restrictive covenants applicable to the subject property/properties or that the proposed application is not contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as specified in South Carolina Code of Laws, Section 6-29-1145.

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Print Name)

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought. (Section 6-29-1145 is copied on the back of this page)

For Staff Use Only:

Received by \_\_\_\_\_ Date \_\_\_\_\_ Application Number \_\_\_\_\_

**“Section 6-29-1145.**

**(A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with or prohibits the permitted activity.**

**(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity;**

- 1. in the application for the permit;**
- 2. from materials or information submitted by the person or persons requesting the permit; or**
- 3. from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holder or by court order.**

**(C) As used in this section:**

- 1. ‘actual notice’ is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency 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.”**