

# APPLICATION to the GREENVILLE COUNTY BOARD OF ZONING APPEALS

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**GREENVILLE COUNTY**  
Greenville County Square  
301 University Ridge, Suite S-3200  
Greenville, SC 29601  
Phone: (864) 467-7425  
Zoning@greenvillecounty.org



**This application must be submitted in person no later than  
12:00 p.m. on the application deadline date.**

## Property Owner

Applicant's Name (Last, First, Middle)		Phone
Address (Street, City, State, Zipcode)		
Company	Email	
Signature		Date

## Authorized Representative

Applicant's Name (Last, First, Middle)		Phone
Address (Street, City, State, Zipcode)		
Company	Email	

## Property Information

Property Location	Council District
Tax Map Number	
Zoning District	Signs Provided #

Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request?

- Yes *If Yes, a copy of the private covenants and restrictions must be submitted with this application.*  
 No

## Application Information

Application for:

- Appeal from Zoning Administrator's Decision  
 Variance *(If checked, page 2 must be completed)*  
 Use by Special Exception

Reason for Application *(If variance, list specific measurement in feet and inches):*

**One physical (1) copy and one (1) electronic copy** of a site plan or survey with the following information at scales of not less than 1":100' are to be provided:

- Dimension/location of the lot on which the existing/proposed building or use is to be erected or conducted, including dimension/location of variance.  
 Location of the lot with respect to adjacent rights-of-way and location/dimensions of off-street parking and means of ingress/egress.  
 Surrounding Properties identified  
 If Use by Special Exception, drawings must show all criteria read in Article 11 of the Zoning Ordinance.  
 Light Plan/Photometric Plan for all Use by Special Exception (staff reserves the right to require for variances)

Has any application involving this property been previously submitted to the Board of Zoning Appeals?

- Yes *If Yes, please provide the docket number:*  
 No

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**Notice of Public Hearing**

Note: It is required application be submitted in person by the owner or representative. **NOTICE OF PUBLIC HEARING SIGN(S) MUST BE POSTED AT LEAST FIFTEEN (15) DAYS PRIOR TO THE HEARING DATE.** Any information submitted with the application and becomes part of the file and cannot be returned.

**Variance Justification**

A variance from the terms of the zoning ordinance may be granted by the Board of Zoning Appeals based upon the conditions outlined in Section 3:4.1 of the Zoning Ordinance. In the spaces provided briefly outline how these conditions apply to your application.

A. There are extraordinary and exceptional conditions pertaining to the particular piece of property:

B. These conditions do not generally apply to other property in the vicinity:

C. 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:

D. The authorization of a variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by the granting of the variance:

**THE BOARD MAY NOT GRANT A VARIANCE, THE EFFECT OF WHICH WOULD BE TO ALLOW THE ESTABLISHMENT OF A USE NOT OTHERWISE PERMITTED IN A ZONING DISTRICT, TO EXTEND PHYSICALLY A NON-CONFORMING USE OF LAND, OR TO CHANGE THE ZONING DISTRICT BOUNDARIES SHOWN ON THE OFFICIAL MAP.**

The applicant hereby certifies and agrees as follows: that he/she is authorized to make this application, and is the owner or owner's agent of the property; that he/she has read the above information and it is true and correct; that he/she grants the right of entry to the property to the employees of the County of Greenville for the purpose of inspections and posting of notices.

Signature	Date
Print Name	Permit Version 11.06.2023-DCM

<b>For Staff Use</b>				
Docket Number	Date Submitted	Posting Date	<b>\$100.00</b> Filing Fee/Receipt Cash    Check #    Credit Card	Taken By

For more information on the status of your review, call (864) 467-7425; visit County Square, Suite S-3200; or visit online at the following address:  
<http://www.greenvillecounty.org/Zoning/BoardOfZoningAppeals.aspx>

**Greenville County Planning & Zoning Department Acting  
Agent Authorization Form**

If you are the acting agent for the property owner, we need written documentation granting you the authority to do so. Please have the Property Owner fill out the following form.

Date: \_\_\_\_\_

I, \_\_\_\_\_, am the owner of property in Greenville County

(Name of Person or Entity Owning the Property – **MUST MATCH DEED**)

located at address \_\_\_\_\_

and having Tax Map # \_\_\_\_\_.

**I hereby authorize:**

\_\_\_\_\_, \_\_\_\_\_,  
(Relationship)

\_\_\_\_\_, \_\_\_\_\_,  
(Relationship)

\_\_\_\_\_, \_\_\_\_\_,  
(Relationship)

\_\_\_\_\_, \_\_\_\_\_,  
(Relationship)

to act as my agent for the subdivision, permitting, and/or development of the above-mentioned property.

**Attested:**

**Person or Entity Owning the Property  
(MUST MATCH DEED):**

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

By: \_\_\_\_\_(Signature)

\_\_\_\_\_(Printed Name)

\_\_\_\_\_(Printed Name)

Its: \_\_\_\_\_(Title)

**Appropriate Signatures if Acting on Behalf of an Entity:**

Corporation – President, Vice President, Secretary/Treasurer

LLC – Member or Manager

LP – General Partner

Partnership – General Partner or Partner

Trust - Trustee