



Notice of Appeal –Form 1 Board of Zoning Appeals

Date Filed: _____ Permit Application No. _____ Appeal No. _____

INSTRUCTIONS

This form must be completed for a hearing on **appeal** from action of a zoning official, application for a **variance**, or application for **special exception**. Entries must be printed or typewritten. This application shall be accompanied by a \$ 300.00 check made payable to the City of Orangeburg, to help defray the cost of processing. 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.

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

THE APPLICANT HEREBY APPEALS [indicate one]:

- for action of zoning official as stated on attached Form 2.
- for a variance as stated on attached Form 3.
- for a special exception as stated on attached Form 4.

APPLICANT [S]: Print _____

Address: _____

Telephone: _____ [work] _____ [home]

Interest: _____ [Owner(s)] _____ Adjacent Owner(s) _____

Owner(s) if other than Applicant(s): _____

Address: _____

Telephone: _____ [work] _____ [home]

[use reverse side if more space is needed]

PROPERTY ADDRESS: _____

Lot _____ Block _____ Subdivision _____

Tax Map No. _____ Plat Book _____ Page _____

Lot dimensions: _____ Area: _____

Zoning District: _____ Zoning Map Page: _____

DESIGNATION OF AGENT [complete only if owner is not applicant]: I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this application:

Date: _____

Owner(s) Signature(s)

I (we) certify that the information in this application and the attached Form 2,3,or 4 is correct.

DATE: _____

Applicant (s) Signature (s)

Appeal from Action of Zoning Official –Form 2
Board of Zoning Appeals



Date Filed: _____ Permit Application No. _____ Appeal No. _____

1. Applicant hereby appeals to the Board of Zoning Appeals from the action of the Zoning Official affecting the property described in the Notice of Appeal [Form 1] on the grounds that:

granting denial of an application for a permit to _____
was erroneous and contrary to provisions of the zoning ordinance in Section _____;
or other action or decision of the Zoning Official was erroneous as follows:

2. Applicant is aggrieved by the action or decision in that:

3. Applicant contends that the correct interpretation of the zoning ordinance as applied to the property is:

4. Applicant requests the following relief:

DATE: _____

Applicant (s) Signature (s)



Variance Application –Form 3 Board of Zoning Appeals

Date Filed: _____ Permit Application No. _____ Appeal No. _____

1. Applicant hereby appeals to the Board of Zoning Appeals for a variance from the strict application to the property described in the Notice of Appeal (Form 1) of the following provisions of Zoning Ordinance: _____

_____ so that a zoning permit may be issued to allow use of the property in a manner shown on the attached plot plan, described as follows: _____

_____ for which a permit has been denied by a zoning official on the grounds that the proposal would be in violation of the cited sections(s) of the Zoning Ordinance.

2. The application of the ordinance will result in unnecessary hardship, and the standards for a variance set by State law and the ordinance are met by the following facts. **{NOTE: All of the standards set forth in a, b, c and d below must be met before the Board of Appeals can grant a variance}**

- a. There are extraordinary and exceptional conditions pertaining to the particular piece of property as follows: _____

- b. These conditions do not generally apply to the property in the vicinity as shown by:

- 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 as follows: _____

- d. 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 granting the variance for the following reasons: _____

3. The following documents are submitted in support of this application: _____

_____ (A plot plan must be submitted.)

Date: _____

Applicant Signature

Special Exception Application –Form 4
Board of Zoning Appeals



Date Filed: _____ Permit Application No. _____ Appeal No. _____

1. Applicant hereby appeals to the Board of Zoning Appeals for a special exception for use of the property described in the Notice of Appeals [Form1] as: _____

_____ which is a permitted special exception under the district regulation in Section _____ of the Zoning Ordinance.

2. Applicant will meet the standard in Section _____ of the Zoning Ordinance which are applicable to the proposed special exception in the following manner: _____

3. Applicant suggests that the following conditions be imposed to meet the standards in the Zoning Ordinance: _____

4. The following documents are submitted in support of this application: _____

[A plot plan must be submitted.]

DATE: _____

Applicant (s) Signature (s)