



**CITY OF SIMPSONVILLE
BOARD OF ZONING APPEALS
APPLICATION**

Docket No. _____
Date Advertised _____
Date Property Posted _____
Date of Hearing _____

PROPERTY OWNER INFORMATION

Date: _____ Company/Agency: _____

Name: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Mailing Address: _____

AUTHORIZED REPRESENTATIVE (IF ANY) INFORMATION

Date: _____ Company/Agency: _____

Name: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Mailing Address: _____

Relation to Owner (e.g. lessee, purchaser, attorney, etc.): _____

PROPERTY LOCATION

Parcel Address: _____

Tax Map No. of Parcel: _____

Subdivision: _____ Zoning District: _____

Current Use: _____

Proposed Use: _____

APPEAL SOUGHT

Type of Appeal Sought (please check the box next to the reason for your application):

- Appeal the Action of the Zoning Administrator
- Variance from Section _____ of the Zoning Ordinance
- Special Exception for _____
- Interpretation of District Boundaries on the Zoning Map
- Other: _____

Reason for Appeal: _____

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

YES (If yes, please indicate the following)

1. Date of Former Request: _____
2. Type of Request: _____
3. BoZA Decision: _____

NO

SUBMITTAL CHECKLIST

Your application shall be accompanied by each of the following:

- Completed application (including signature);
- Completed agent affidavit for any person authorized to act on behalf of the owner;
- The administrative fee indicated below made payable to the City of Simpsonville;
- Cover letter explaining in detail the following:
 1. The request you are applying for;
 2. The nature and specific operations of your proposed business/activity/use; and
 3. Why you are making this request.
- A scaled site plan* and/or survey* which depicts the following:
 1. The shape and dimensions of the subject property;
 2. The location of any adjacent right-of-way;
 3. The shape, dimensions, and location of buildings, both existing and proposed, on the property; and
 4. The location and dimensions of off-street parking and the means of access to each space.

*Please note that any plans or surveys larger than 11 inches by 17 inches shall be submitted electronically in the Portable Document Format (PDF).

The undersigned represents that he is owner / authorized representative of the owner [CHECK ONE] in the foregoing application; further, that no persons other than those identified as the owner and/or an authorized representative have an interest in the property which is the subject of this application. The undersigned requests that all public hearings held by the Board of Zoning Appeals be / not be [CHECK ONE] recorded by a shorthand reporter (if a reporter is requested, an application charge of \$200 is applicable, paid with the application).

Owner/Authorized Rep. Signature

Date

Owner/Authorized Rep. Printed Name

ADMINISTRATIVE FEES

A fee of \$50 shall be paid to the City of Simpsonville for each of the following applications:

- A variance pertaining to a single-family detached residential use/structure, regardless of the zoning district in which that use is located.

A fee of \$100 shall be paid to the City of Simpsonville for each of the following applications:

- A variance pertaining to a single-family attached residential, multi-family residential, or non-residential use/structure;
- An appeal of the action of the action of the Zoning Administrator;
- A special exception request;
- An interpretation of the district boundaries on the Zoning Map; or
- Any other application not specified herein.

SCHEDULE

City of Simpsonville Board of Zoning Appeals Application Deadlines 2010												
	Jan. '10	Feb. '10	Mar. '10	Apr. '10	May '10	Jun. '10	Jul. '10	Aug. '10	Sep. '10	Oct. '10	Nov. '10	Dec. '10
Application Deadline	Jan. 20	Feb. 17	Mar. 24	Apr. 21	May 19	Jun. 23	Jul. 21	Aug. 25	Sep. 22	Oct. 20	Nov. 24	Dec. 22
Tribune Times Deadline (for Staff)	Jan. 22	Feb. 19	Mar. 26	Apr. 23	May 21	Jun. 25	Jul. 23	Aug. 27	Sep. 24	Oct. 22	Nov. 26	Dec. 24
Tribune Times Advertisement	Jan. 27	Feb. 24	Mar. 31	Apr. 28	May 26	Jun. 30	Jul. 28	Sep. 1	Sep. 29	Oct. 27	Dec. 1	Dec. 29
Board of Zoning Appeals Mtg.	Feb. 16	Mar. 16	Apr. 20	May 18	Jun. 15	Jul. 20	Aug. 17	Sep. 21	Oct. 19	Nov. 16	Dec. 21	Jan. 18
Effective Date of Board's Decision	Feb. 17	Mar. 17	Apr. 21	May 19	Jun. 16	Jul. 21	Aug. 18	Sep. 22	Oct. 20	Nov. 17	Dec. 22	Jan. 19