

*City of Beaufort Department of Planning & Community Development*

**PRE-APPLICATION CONFERENCE  
APPLICATION FORM**

**\*Revised January 5, 2015\***

A Pre-Application Conference with City Staff is recommended for all new commercial and multifamily construction, major commercial renovations, major subdivisions, change of occupancy, (ex. an office use changing to a restaurant use), and any use involving food service. **Pre-Application Conferences are held every Tuesday at 2:00 p.m. at City Hall at 1911 Boundary Street, Beaufort, SC, in the first floor conference room. The deadline for applications is the week before the Tuesday meeting.** Although the only submittal requirement is this complete application form, applicants are encouraged to submit additional information (maps, site plans to scale or dimensioned, elevations, etc.). **One full size copy of all materials and a digital copy are required to be submitted along with the application.**

**Please TYPE or PRINT legibly**

**Date Submitted:** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

Project Address: \_\_\_\_\_

Tax Map/Parcel No.: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Title (if applicable)     Homeowner     Tenant     Architect     Engineer     Developer

Address: \_\_\_\_\_

Phone/Fax/Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application?    \_\_\_\_ Yes    \_\_\_\_ No

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Project Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Historic District? \_\_\_\_\_  
Archeological Survey Required: \_\_\_\_\_ No. Above Ground Survey? \_\_\_\_\_  
Yes (Refer to *Section 3.12* for requirements).

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***\* PROJECT NARRATIVE \****

**\*Revised January 5, 2015\***

Project Name: \_\_\_\_\_

Provide a brief **Project Narrative** and outline any specific questions you would like City Staff to address.

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Existing use of site or structure: \_\_\_\_\_  
(office, retail, restaurant, church, etc.) \_\_\_\_\_

Proposed use of site of structure: \_\_\_\_\_  
(office, retail, restaurant, church, etc.) \_\_\_\_\_

Square footage of any  
Proposed construction: \_\_\_\_\_

**CONTACT INFORMATION:**

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E-Mail: [jbachety@cityofbeaufort.org](mailto:jbachety@cityofbeaufort.org)  
Website: [www.cityofbeaufort.org](http://www.cityofbeaufort.org)