

City of Beaufort Zoning Board of Appeals  
Post Office Drawer 1167  
Beaufort, South Carolina 29901  
Phone (843) 525-7011, Fax (843) 525-7034  
E-Mail: [planning@cityofbeaufort.org](mailto:planning@cityofbeaufort.org)  
\*Revised November 2, 2007\*

Application Fees

- Residential \$200
- Commercial \$300
- Special Meetings \$500

**VARIANCE APPLICATION**

<b>OFFICE USE ONLY: Date Filed:</b> _____	<b>Application #:</b> _____	<b>Zoning District:</b> _____
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**Instructions**

Entries must be printed or typewritten. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not the owner, the owner(s) must sign the Designation of Agent (below).

**Submittal Requirements**

1. A legal survey of the property. 2. An accurate, legible site plan showing the north arrow, dimensions, and locations of all existing and proposed structures and any improvements relevant to the appeal such as trees, fences, power lines. Six copies of all plans are required. 3. Photograph(s) of the site. For variances, include photos showing relationship to adjoining properties.

**APPLICANT(S):** \_\_\_\_\_

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

Telephone: \_\_\_\_\_ [day] \_\_\_\_\_ [fax]

E-mail: \_\_\_\_\_

**OWNER(S)** if other than Applicant(s): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ [day] \_\_\_\_\_ [fax]

**PROPERTY STREET ADDRESS:** \_\_\_\_\_

Tax Map No.: \_\_\_\_\_

Parcel No.: \_\_\_\_\_

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

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

I (We) certify that the information in this application is correct.

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

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

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Applicant hereby appeals to the Zoning Board of Appeals for a variance from the strict application to the property described on Page 1 of the following provisions in Section 3.15 of the Unified Development Ordinance (UDO): \_\_\_\_\_

so that a building permit may be issued to allow use of the property in a manner shown on the attached plot plan, described as follows: (e.g., build a garage) \_\_\_\_\_

for which a permit has been denied by a building official on the grounds that the proposal would be in violation of the cited section(s) of the UDO:

1. The application of the UDO will result in unnecessary hardship, and the standards for a variance set by State law and the UDO are met by the following facts:
  - a. There are extraordinary and exceptional conditions pertaining to the particular piece of property as follows: \_\_\_\_\_  
\_\_\_\_\_
  - b. These conditions do not generally apply to other property in the vicinity as shown by: \_\_\_\_\_  
\_\_\_\_\_
  - c. The conditions are not the result of the applicant's own actions as follows: \_\_\_\_\_  
\_\_\_\_\_
  - d. Granting of the variance would not substantially conflict with the Comprehensive Plan and the purposes of the UDO in that: \_\_\_\_\_  
\_\_\_\_\_
  - e. Because of these conditions, the application of the UDO to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property as follows: \_\_\_\_\_  
\_\_\_\_\_
  - f. The authorization of the 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 for the following reasons: \_\_\_\_\_  
\_\_\_\_\_