



CITY OF HANAHAN
ZONING MAP/TEXT AMENDMENT APPLICATION

Building and Codes Department
1255 Yeamans Hall Road
Hanahan, SC 29410
(843) 885-5045
www.cityofhanahan.com
lee.lawson@cityofhanahan.com

| Applicant | | Property Owner | |
|---|--|---|--|
| Name: | | Name: | |
| Phone: | | Phone: | |
| Mailing Address: | | Mailing Address: | |
| E-mail: | | E-mail: | |
| City Business License # (if applicable): | | | |
| Project Information | | | |
| Project Name: | | Acreage: | |
| Project Location: | | Comprehensive Plan Amendment <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Existing Zoning: | | Proposed Zoning: | |
| Type of Amendment: <input type="checkbox"/> Text <input type="checkbox"/> Map | | | |
| Tax Map Number(s): | | | |
| Project Description: | | | |
| Minimum Requirements for Submittal | | | |
| <input type="checkbox"/> 1. Digital files of the maps and/or plans depicting the subject property. | | | |
| <input type="checkbox"/> 2. Project Narrative and digital file describing reason for application and compliance with the criteria in Section 2.4 of the Zoning Ordinance. | | | |
| <input type="checkbox"/> 3. An Application Fee as determined by the City of Hanahan Fee Schedule. Checks made payable to the City of Hanahan. | | | |
| Note: A Pre-Application Meeting is recommended prior to applying. | | | |
| Disclaimer: The City of Hanahan assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit. | | | |
| I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected. | | | |
| Property Owner Signature: | | Date: | |
| Applicant Signature: | | Date: | |
| For Office Use | | | |
| Case Number: | | Date Received: | |
| Received By: | | Date Approved: | |

CITY OF HANAHAN

ZONING MAP/TEXT AMENDMENT APPLICATION PROCESS

The following Process is intended to provide Applicants with an understanding of the respective application process, procedures, and Zoning Ordinance requirements for obtaining application approval in the City of Hanahan. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the City's Zoning Ordinance. Compliance with these procedures will minimize delays and assure expeditious application review.

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|--|---|
| Step 1. Pre-Application Meeting | Applicant & Staff |
| Prior to the filing of a Zoning Map Amendment Application, the Applicant is recommended to consult with the City Planner or their designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the Zoning Ordinance. | |
| Step 2. Application Check-In Meeting | Applicant & Staff |
| Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Zoning Map/ Text Amendment Application and required submittal materials during the submission. The City Planner or designee will review the submission for completeness. | |
| Step 3. Review by City Planner | Staff |
| If the City Planner determines that the Zoning Map/ Text Amendment Application is complete, it shall be placed on the next available Planning Commission (PC) Meeting agenda. | |
| Step 4. Planning Commission Meeting & Planning Commission Public Hearing | Applicant, Staff & Planning Commission |
| The PC shall hold a Public Hearing and review the Zoning Map Amendment Application for compliance with the criteria and provisions in the Zoning Ordinance. The PC may recommend that City Council approve, approve with conditions, or deny the application. | |
| Step 5. City Council Meeting- 1st Reading | Applicant, Staff & City Council |
| City Council shall review the Zoning Map/ Text Amendment Application for compliance with the criteria and provisions in the Zoning Ordinance. City Council may approve, approve with conditions, table, or deny the application at 1 st Reading. | |
| Step 6. City Council Meeting- 2nd and Final Reading & Public Hearing | Applicant, Staff & City Council |
| City Council shall hold a Public Hearing and review the Zoning Map Amendment Application for compliance with the criteria and provisions in the Zoning Ordinance. City Council may approve, approve with conditions, table, or deny the application at 2 nd and Final Reading. | |
| Step 7. Zoning Map/ Text Amendment Approval | Staff |
| If City Council approves the Zoning Map Amendment Application, the City Planner shall issue an approval letter to the Applicant. | |