



Office Use Only:

Application# _____ Fees Paid _____

Date Received _____ Accepted By _____

APPLICATION FOR VARIANCE CITY OF GREENVILLE, SOUTH CAROLINA

APPLICANT: _____
Name Title / Organization

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

PROPERTY INFORMATION

STREET ADDRESS: _____

TAX PARCEL #: _____ DEED BOOK/PAGE: _____ RECORDED DATE: _____

ZONING DESIGNATION: _____ ACREAGE: _____

REQUEST

Unless limited by a condition of approval, a variance permit shall run with the land and not be affected by a change in ownership.

CODE SECTION FROM WHICH A VARIANCE IS REQUESTED: _____

DESCRIPTION OF REQUEST: _____

INSTRUCTIONS

1. The application and fee, made payable to the City of Greenville, must be received by the Planning and Development office on or before the filing date reflected on the calendar schedule of the Board of Zoning Appeals. Submit the application by 2:00PM (business days) to ensure that it is accepted and processed the same day.
2. Special Exception and Variance applications require a public hearing before the Board of Zoning Appeals. Public hearing signs are required to be posted on the subject properties at least 15 days (but not more than 18 days) prior to the scheduled hearing date. The applicant is responsible for picking up signs at the Planning and Development office in City Hall, at the time of application submittal.

3. The applicant/owner must respond the “findings” questions on page 3 of this application (you must answer “why” you believe the application meets the tests for the granting of a variance). See also **Section 19-2.3.7, Variance Permit**, for additional information. You may attach a separate sheet addressing these questions.
4. You must attach a scaled drawing of the property that reflects, at a minimum, the following: (a) property lines, existing buildings, and other relevant site improvements; (b) the nature (and dimensions) of the requested variance; (c) existing buildings and other relevant site improvements on adjacent properties; and, (d) topographic, natural features, etc. relevant to the requested variance.
5. You must attach the required application fee:
 - (a) Single-Family Residential Uses: \$150.00
 - (b) All Other Uses: \$250.00
6. The administrator will review the application for “sufficiency” pursuant to **Section 19-2.2.6, Determination of Sufficiency**, prior to placing the application on the BZA agenda. If the application is determined to be “insufficient”, the administrator will contact the applicant to request that the applicant resolve the deficiencies. **You are encouraged to schedule an application conference with a planner, who will review your application for “sufficiency” at the time it is submitted. Call (864) 467-4476 to schedule an appointment.**
7. **Please read carefully:** The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

In addition the applicant affirms that the applicant or someone acting on the applicant’s behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.

If the Planning Office by separate inquiry determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived, then the Planning Office will indicate in its report to the Board of Zoning Appeals that granting the requested change would not likely result in the benefit the applicant seeks.

To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application is ___ is not ___ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

_____ Applicant Signature
 _____ Date
 _____ Property Owner Signature
 _____ Date

STOP: To be filled when application submitted to Planning & Development office – 5 th floor of City Hall	
	‘Public Hearing’ signs are acknowledged as received by the applicant
	Received information for neighborhood meeting - PDF Online

APPLICANT SIGNATURE _____

APPLICANT RESPONSE TO
SECTION 19-2.3.7(D)(1), FINDINGS
(You may attach a separate sheet)

1. Describe the extraordinary and exceptional condition (such as size, shape, and topography) that pertains to the subject property that does not generally apply to other land or structures in the vicinity.

2. Are the circumstances affecting the subject property the result of actions by the applicant/owner?

3. Describe the ways in which application of the requirement(s) of the ordinance effectively prohibit or unreasonably restrict the utilization of the subject property.

4. Is the request the minimum action that will make possible the reasonable use of land or structure which is not contrary to the public interest and which will carry out the spirit of the ordinance?

5. Describe the ways in which the granting of the variance will not result in substantial detriment to adjacent property or to the public good. In what way(s) will the granting of the variance not harm the character of the district?

6. Describe the ways in which the granting of the variance will be generally consistent with the purposes and intent of the ordinance.