

# Town of Edisto Beach



## Planning Commission

2414 Murray Street  
Edisto Beach, SC 29438

### Tom Hart, Chairman

Patti Smyer, Vice Chair  
Tammy Lake, Secretary

## Committee Members

Edye Graves  
Gray Snead  
Virginia Stephenson  
Barry Stephens  
Phoebe Allen

## Planning Commission Applicant Procedure

**\*\*Important Reminder:** You are making application to the Planning Commission. Once your application is reviewed by the Planning Commission, a recommendation will be made to Town Council. If Town Council approves your application, you may need to complete a building permit application. Please be aware additional information, forms, and documents may be required to obtain a building permit. **No work shall begin until all required permits have been issued by the Building Department.**

Submission of this application does not exempt the applicant from any additional requirements, rules, or regulations of the Town's Code of Ordinances or State, Federal, or other government entity permit.

In addition to this application, ten (10) copies of all paperwork must be received by the close of business fourteen (14) days prior to the next regularly scheduled meeting. Oversized documents should also be submitted digitally with paper copies submitted for review. This application is not intended for amendments to the official zoning maps, zoning, or subdivision requests.

Closing survey or closing plat approvals for recording with the Colleton County Register of Deeds only require staff review and approval by the Planning Commission Chairperson or Vice-Chairperson. Property line abandonment or property line adjustments require a majority approval vote by Planning Commission before the plat may be approved and recorded.

Applications determined to be substantially incomplete will be returned to the applicant for re-submittal for a subsequent meeting.

### Applicant Information:

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Edisto Beach Property Address: \_\_\_\_\_ Tax Map Number: \_\_\_\_\_

Current Zoning District: ☐ R-1 ☐ R-4 ☐ R-7 ☐ C-1 ☐ C-2 ☐ C-3 ☐ PB  
☐ PUD ☐ O-1 ☐ Beach Management Overlay

### Property Owner Information:

Same as above ☐

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Reason for Application:**

- ☐ New Construction      ☐ Remodel      ☐ Change in Floor Plan      ☐ Change in Use  
☐ Change in Parking Requirements      ☐ Property Line Abandonment/Adjustment  
☐ Other: \_\_\_\_\_

All applications related to commercial businesses must also include the following, regardless of zoning district:

- Summary of Business
- Intended time of year operation, if not year round
- Estimated number of employees at the greatest shift
- Professionally drawn floor plan to include seating (indoor and outdoor), retail area(s), storage areas, dance floors, ect,; with approximate dimensions of each area
- Parking plan
- Intended hours of operation
- Description of products and/or service to be provided
- Plans for future expansion, if any

Additional documents may be necessary for the issuance of a Town business license.

Briefly describe below the request being made to the Planning Commission:

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\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Applicants on the agenda should be present at the scheduled work session and formal meeting to answer any questions raised by the Commission and may not rely on Town staff to act as an advocate for the applicant. Any item on the agenda may be deferred based on the Commission's discretion if there are no representatives present to answer questions raised by the Commission. If the applicant or the representative fails to appear at the work session and/or formal meeting a second time the application may be denied at the Commission's discretion. Meeting dates are posted on the Town's website TownofEdistoBeach.com and Town staff will inform the applicant of the appropriate meeting dates their request will be heard on the respective agenda(s). Notification will be via the email address provided on the front page of this application.

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Staff Only:

Date Received: \_\_\_\_\_ Corrections or additional documents needed: No/Yes, date notified: \_\_\_\_\_, return application to application for subsequent submittal.

Date of PC W.S.: \_\_\_\_\_ Date of PC Meeting: \_\_\_\_\_

Date of TC W.S.: \_\_\_\_\_ Date of TC Meeting: \_\_\_\_\_ Public Hearing Held: No/Yes, date: \_\_\_\_\_

The R-2 Zoning District is explicitly omitted as no properties within the Town's limits are zoned as such. Should the Town create or amend the official zoning map to include R-2 districts, this application procedure should be updated to reflect such a change.

Full text of each zoning district and additional zoning requirements can be found within Chapter 86 of the Town's Code of Ordinances. A searchable online version can be found at:

[https://library.municode.com/sc/edisto\\_beach/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH86ZO](https://library.municode.com/sc/edisto_beach/codes/code_of_ordinances?nodeId=COOR_CH86ZO)

Building requirements, including flood damage prevention, can be found within Chapter 14.

Planning and Zoning Administration can be found within Chapter 62.

### **Common Definitions:**

**Development:** any manmade change to improved or unimproved real estate, including but not limited to, buildings or other structures, dredging, filling, grading, paving, or excavation

**Landscape Plan:** See 86-187 for Landscape Regulations

**Parking Space:** the required area for parking one automobile. Minimum size is nine feet by twenty feet (9x20). See 86-175 through 86-181 for additional parking requirements.

**Screening:** a continuous visual buffer which shall be maintained along the property line where a permitted non-residential use adjoins a residential district, or any land occupied by any residential use. Such screening shall consist of a compact evergreen hedge or other type evergreen foliage screening, a fence, or a combination of fence and evergreen shrubbery as stated. Screening shall be at least six (6) feet in height.

**Sample Statement to the building code administrator indicating readiness to proceed with construction within one (1) year of approval:**

Development Plan for (proposed development name), a(n) (type of use) located on (street address), Edisto Beach, SC

(Proposed development name) will be located on (lot/block), in the (zoning district).

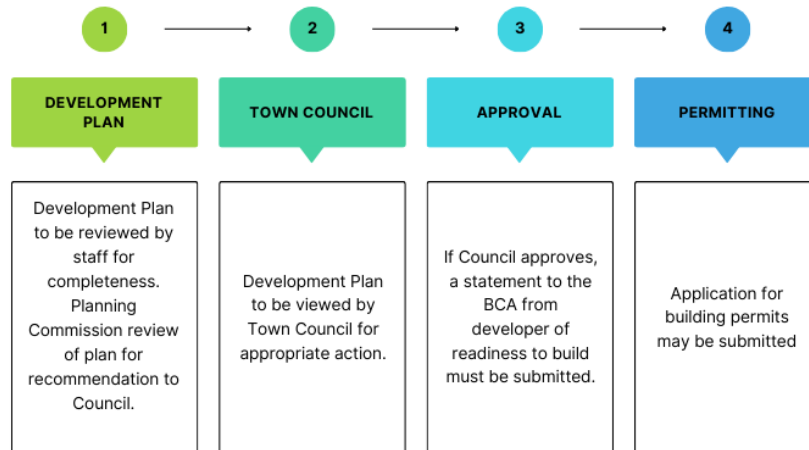
The developer is (name) and is agreeing to apply for and be granted a building permit within one (1) year of Planning Commission and Town Council approval.

\_\_\_\_\_  
Signature of Developer

\_\_\_\_\_  
Date

# R-4 Zoning District (86-137)

## R-4 District



Before any building permits may be issued for a clubhouse, a development plan must be reviewed by the Planning Commission and approved by Town Council.

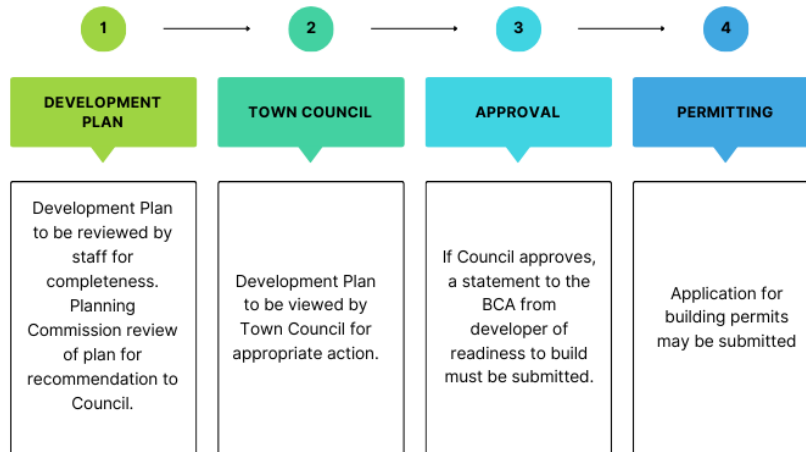
Along with the building permit application, the following elements are required on a professionally drafted site plan:

- Scale of not less than one inch = 100 feet
- Location and size of site
- Dimensions of the property
- Location and exterior dimensions of current structures
- Location and exterior dimensions of proposed structures
- A traffic, parking, and circulation plan showing proposed locations; arrangements, number and dimensions of parking spaces, loading areas, and ingress and egress to and from adjacent street
- Proposed location and materials for screening
- A title showing the names of the developer, date, scale of plan, and the name of the firm or individual preparing the plan
- A statement to be given to the building code administrator indicating the readiness to proceed with construction of the proposed development within one (1) year from the date the proposed development is approved.

Planning Commission will review the information and make a recommendation to Town Council. With Council's approval, a building permit may be issued. Approval by Council does not negate additional information that may be required to obtain a building permit.

# R-7 Zoning District (86-138)

## R-7 District



Review and approval of new single family dwelling units, a change in floor plan that does not increase parking, general maintenance, repair and upkeep of structural and mechanical elements are not required to be reviewed by the Planning Commission and Town Council.

A development plan of the proposed development must include the following elements:

- Scale of not less than one inch = 100 feet
- Location and size of site
- Dimensions of the property
- Location and exterior dimensions of current structures
- Location and exterior dimensions of proposed structures
- A traffic, parking, and circulation plan showing proposed locations; arrangements, number and dimensions of parking spaces, loading areas, and ingress and egress to and from adjacent street
- Proposed location and materials for screening
- A title showing the names of the developer, date, scale of plan, and the name of the firm or individual preparing the plan
- Landscape plan
- Description of construction material, especially roofing and exterior siding
- Elevation drawings of all sides and floor plan, including dimensions

Any proposed commercial pier, port, marina, or docking facility will need to include:

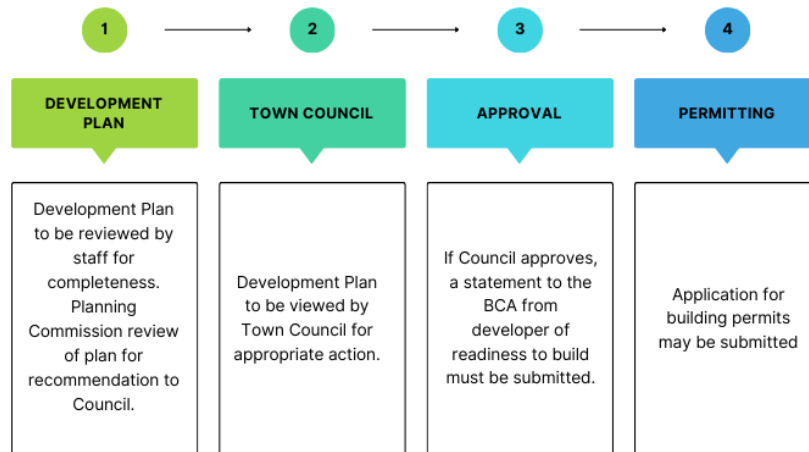
- Proposed point of embarkation either directly or indirectly using shuttles, tenders, or otherwise, for a commercial vessel capable of transporting more than 25 passengers and crew at any time must include:
  - An area dedicated exclusively for passenger processing and waiting, containing a minimum of 15 square feet for each passenger and located within 150 feet of the proposed embarkation point

- A statement to be given to the building code administrator indicating the readiness to proceed with construction of the proposed development within one (1) year from the date the proposed development is approved.

Planning Commission will review the information and make a recommendation to Town Council. With Council's approval, a building permit may be issued. Approval by Council does not negate additional information that may be required to obtain a building permit.

# C-1 Zoning District (86-139)

## C-1 District



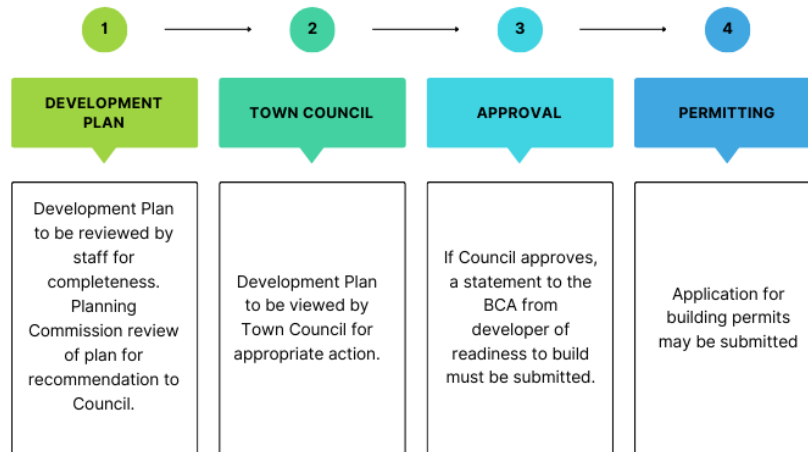
Review and approval of new single family dwelling units, a change in floor plan that does not increase parking, general maintenance, repair and upkeep of structural and mechanical elements are not required to be reviewed by the Planning Commission and Town Council.

A development plan of the proposed development must include the following elements:

- Scale of not less than one inch = 100 feet
- Location and size of site
- Dimensions of the property
- Location and exterior dimensions of current structures
- Location and exterior dimensions of proposed structures
- A traffic, parking, and circulation plan showing proposed locations; arrangements, number and dimensions of parking spaces, loading areas, and ingress and egress to and from adjacent street
- Proposed location and materials for screening
- A title showing the names of the developer, date, scale of plan, and the name of the firm or individual preparing the plan
- Landscape plan
- Description of construction material, especially roofing and exterior siding
- Elevation drawings of all sides and floor plan, including dimensions
- A statement to be given to the building code administrator indicating the readiness to proceed with construction of the proposed development within one (1) year from the date the proposed development is approved.

# C-2 Zoning District (86-140)

## C-2 District



Review and approval of new single family dwelling units, a change in floor plan that does not increase parking, general maintenance, repair and upkeep of structural and mechanical elements are not required to be reviewed by the Planning Commission and Town Council.

A development plan of the proposed development must include the following elements:

- Scale of not less than one inch = 100 feet
- Location and size of site
- Dimensions of the property
- Location and exterior dimensions of current structures
- Location and exterior dimensions of proposed structures
- A traffic, parking, and circulation plan showing proposed locations; arrangements, number and dimensions of parking spaces, loading areas, and ingress and egress to and from adjacent street
- Proposed location and materials for screening
- A title showing the names of the developer, date, scale of plan, and the name of the firm or individual preparing the plan
- Landscape plan
- Description of construction material, especially roofing and exterior siding
- Elevation drawings of all sides and floor plan, including dimensions

Any proposed commercial pier, port, marina, or docking facility will need to include:

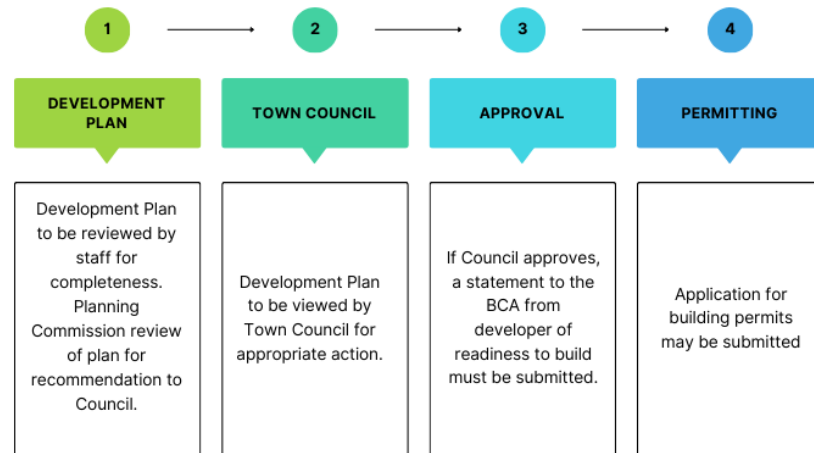
- Proposed point of embarkation either directly or indirectly using shuttles, tenders, or otherwise, for a commercial vessel capable of transporting more than 25 passengers and crew at any time must include:
  - An area dedicated exclusively for passenger processing and waiting, containing a minimum of 15 square feet for each passenger and located within 150 feet of the proposed embarkation point
- A statement to be given to the building code administrator indicating the readiness to proceed with construction of the proposed development within one (1) year from the date the proposed development is approved.



Planning Commission will review the information and make a recommendation to Town Council. With Council's approval, a building permit may be issued. Approval by Council does not negate additional information that may be required to obtain a building permit.

# C-3 Zoning District (86-141)

## C-3 District



Review and approval of new single family dwelling units, a change in floor plan that does not increase parking, general maintenance, repair and upkeep of structural and mechanical elements are not required to be reviewed by the Planning Commission and Town Council.

A development plan of the proposed development must include the following elements:

- Scale of not less than one inch = 100 feet
- Location and size of site
- Dimensions of the property
- Location and exterior dimensions of current structures
- Location and exterior dimensions of proposed structures
- A traffic, parking, and circulation plan showing proposed locations; arrangements, number and dimensions of parking spaces, loading areas, and ingress and egress to and from adjacent street
- Proposed location and materials for screening
- A title showing the names of the developer, date, scale of plan, and the name of the firm or individual preparing the plan
- Landscape plan
- Description of construction material, especially roofing and exterior siding
- Elevation drawings of all sides and floor plan, including dimensions

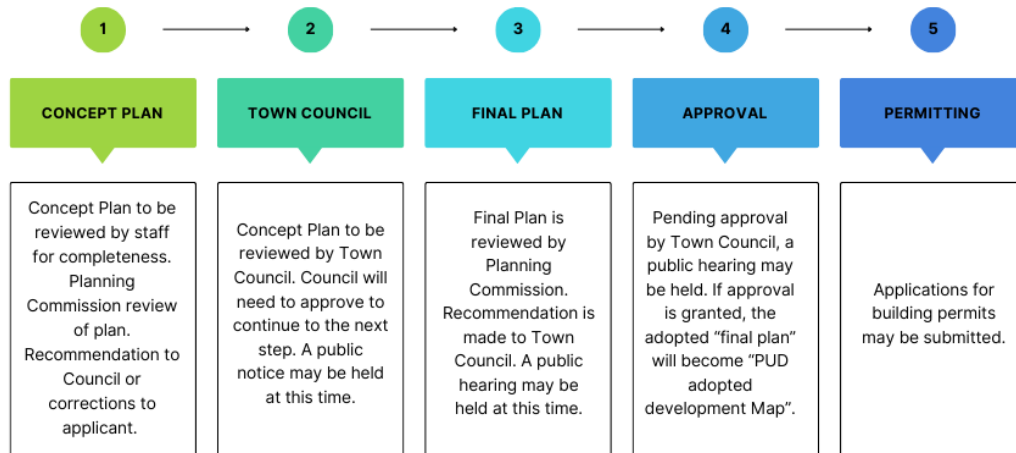
Any proposed commercial pier, port, marina, or docking facility will need to include:

- Proposed point of embarkation either directly or indirectly using shuttles, tenders, or otherwise, for a commercial vessel capable of transporting more than 25 passengers and crew at any time must include:
  - An area dedicated exclusively for passenger processing and waiting, containing a minimum of 15 square feet for each passenger and located within 150 feet of the proposed embarkation point
- A statement to be given to the building code administrator indicating the readiness to proceed with construction of the proposed development within one (1) year from the date the proposed development is approved.

Planning Commission will review the information and make a recommendation to Town Council. With Council's approval, a building permit may be issued. Approval by Council does not negate additional information that may be required to obtain a building permit.

# PUD Zoning District (86-144)

## PUD District



A preliminary development concept plan is required for any new development or previously undeveloped section of an existing approved parcel. Certain elements may be better served in a written narrative.

Unless complete conformity is found by the Commission in their study of the concept plan, the applicant will be notified in writing of any discrepancies, and of the willingness of the Commission and other appropriate officials to confer for the purpose of bringing the material submitted, as nearly as possible, into conformity with the requirements.

No building permit may be issued based on concept plans.

Required elements for the concept plan:

- Land uses, location of various dwelling units and dwelling unit density
- Traffic circulation patterns including ingress and egress
- Relation of zoning districts in the surrounding area and currently adopted zoning map
- Parks, playgrounds, and other common open space areas
- Specifics about any proposed deviations from the standards and specifications as outlined in the general zoning, or other regulations or requirements or from standards within 86-144(e)
- Proposed means of dedication of common open space areas and the organizational arrangements for the ownership, maintenance, and preservation.
- Delineation of units or phases and their progression

With no proposed amendments to the currently adopted zoning map and review of the conforming concept plan, the applicant can expect:

- Recommendation to Town Council approval of the proposal for final plan preparation
- Disapproval of the proposal, specified in writing for reasons of disapproval

For projects requiring amendments to the currently adopted zoning map a recommendation to Town Council will be:

- Approval of the amendment as proposed
- Approval of the amendment as conditioned with stipulations to specific modifications or requirements
- Disapproval with reasons for disapproval specified

Required elements for the final plan:

- All the information required from the concept plan
- Property Owner information to include: Name, physical address, email address, phone number(s), and fax number
- Applicant information to include: Name, physical address, email address, phone number(s), and fax number
- Developer information to include: Name, physical address, email address, phone number(s), and fax number
- Person preparing the plan information to include: Name, physical address, email address, phone number(s), and fax number
- Date of plan preparation and any revision dates
- Scale of a minimum of one inch = 100 feet
- True North arrow
- Auditor's map/book, page and parcel number(s) of land being developed
- Dimensions and total area of the subject parcel(s), gross and net, and location and dimension of existing property lines, easements, rights-of-way within or adjacent to the subject parcel(s)
- Location and proposed use of buildings and their general exterior dimensions
- Proposed locations and material for screening
- Location and dimension of all proposed streets, pedestrian, or bicycle pathways and easement
- Location and dimension of all wetlands and water areas
- Utility plan to show all existing and proposed utilities including, but not limited to: water, sewer, electrical, gas, cable, fiber optics, underground storm drainage lines
- A stormwater management plan including a site drainage map
- Nonresidential buildings must include a floor plan
- Other items may be required for the Commission or building department to address site specific questions

Planning Commission approval of final plans shall be based on substantial compliance with the concept plan, compliance with the PUD zoning requirements, and the currently adopted zoning and planned unit development maps, and compliance with any modification required by Council at the time the land was zoned to PUD status.

Changes in approved final plans may be approved by Town Council on the recommendation of Planning Commission only upon finding identical to those required for original approval. Other changes shall be approved subject to further amendatory action only.

Final plan approval is recommended by the Planning Commission for action by Town Council.

- No public notice or hearing is required if there was a public hearing or notice in the preliminary review process, and if the final plan or approved changes are in substantial accordance with the plan as was originally presented to the public for review.
- Planning Commission or Town Council may hold a public hearing or cause a hearing to be held as deemed appropriate.
- The adopted "final development plan" will become the "PUD adopted development Map".