



REZONING APPLICATION INSTRUCTIONS

Prior to the application submittal deadline, all applicants must:

- a) **Schedule and complete a presubmittal meeting, and**
- b) **Submit a completed application.**

All required information, as stated on the Rezoning Application Checklist, must be included to qualify as a complete application. Upon receipt, staff will review the application materials and provide feedback to the applicant of the completeness or incompleteness of the application. If the application is deemed incomplete, the applicant must submit the missing or incomplete information prior to being deemed complete. Once the application is deemed complete, the rezoning application will formally begin the rezoning process.

1. A presubmittal meeting must be conducted to discuss, at a minimum, the following preliminary site evaluation items:
 - Existing use or last known use and date of last known use for structures that have been unoccupied for longer than six months
 - Total acreage for the project
 - Proposed use
 - Total square footage for buildings (existing and proposed)

Presubmittal meetings are held every Thursday morning. Call 803-909-7240 by the previous Monday to be placed on the agenda or contact the Planning Division at 803-909-7220 for an individual meeting.

2. The application submittal deadline is the first Monday of the month (pending holidays).
3. Planning staff will review the application and prepare a staff report. This report will be made available to the applicant prior to the Planning Commission meeting.
4. The Planning Commission will review the application on the second Monday of the month after the submittal deadline. Planning Commission meetings are held at 6:00 p.m. in the large conference room of Building One, Suite 104, in the York County Office Complex located at 1070 Heckle Boulevard, Rock Hill. Upon review, the Planning Commission will recommend approval or denial of the request. Planning Commission only makes recommendations to the County Council. The applicant is strongly encouraged to attend the Planning Commission meeting. Please be advised that this is not a public hearing and you are not guaranteed an opportunity to speak.
5. The rezoning will be advertised at least 15 days in advance within the local newspaper indicating the date and time of the public hearing; adjacent property owners within 500 feet will be mailed written notice; and the property will be posted with a rezoning sign. The Planning Department is responsible for all noticing requirements. The applicant is strongly encouraged to contact nearby neighbors and property owners personally before the application is submitted.
6. County Council typically addresses all rezoning matters on the first and third Monday of the month. Council meetings are held in County Council Chambers, in the Agricultural Building, located at 6 South Congress Street, York. The County Council must give three readings (approvals) for a rezoning request to receive final approval. The public hearing is usually held at second reading;

however, dates are subject to change. Please check the latest Council agenda for your item's specific date and time. This process takes a minimum of ninety (90) days. Written notification of County Council's final action will be mailed to the applicant and the property owner following the third reading.

7. The York County Council, York County Planning Commission, or the owner of the property can initiate a rezoning.
8. Partial lot rezonings are discouraged, however, if you are proposing a partial request, a **survey is required** indicating the area proposed for change. The boundary survey must meet all Subdivision and Zoning standards.
9. Rezoning applications will not be accepted or processed when there is evidence that a zoning violation exists on or in the use of the land that is the subject of the requested change unless the rezoning approval will resolve the existing violation.
10. A property owner cannot initiate action of a rezoning affecting the same parcel or lot, or any part thereof, for a period of twelve (12) months following denial of the rezoning request by the County Council unless Council finds that there are significant changes in the petition.

If assistance is needed in filling out this application, please contact the Planning Division at 803.909.7220.

Application fee: \$750.00 for single parcels and single use,
 \$1,500.00 for multiple parcels and multiple uses, or
 \$2,500.00 for Planned Development (PD)

**Applications may be mailed or delivered to:
York County Planning and Development Services
1070 Heckle Blvd, Suite 107
Rock Hill, SC 29732**

REZONING APPLICATION CHECKLIST

Effective September 2016, the attached application form must be filled out completely and must include the following supporting materials before a request can be accepted and considered complete:

A presubmittal meeting has been conducted. Date held _____

Application fee

Plat (survey)

Deed

Traffic Impact Analysis (TIA): **Not Required**

Tier I

Tier II

Level to be determined by York County Planning Staff

Preliminary site plan – please include the following items if applicable

- Proposed and existing structures with square footage
- Parking areas
- Buffers
- Setbacks

Sketch plan and detailed development plan (PD Only)

If restrictive covenants are present, the latest recorded copy

Additional information as determined at the presubmittal meeting

OFFICE USE ONLY

AMOUNT PAID: _____ CHECK #: _____ CASH AMOUNT: _____

DATE RECEIVED: _____ RECEIPT #: _____

APPLICATION RECEIVED BY: _____

APPLICATION REVIEWED BY: _____

TIA REQUIREMENT REVIEWED BY: _____

TIA LEVEL REQUIRED (CHECK ONE):

NO REQUIREMENT

TIER ONE

TIER TWO



YORK COUNTY REZONING APPLICATION

APPLICANT/OWNER INFORMATION

APPLICANT'S NAME: _____

ADDRESS: _____

PHONE: _____
 WORK **HOME** **MOBILE**

EMAIL: _____

PROPERTY OWNER'S NAME: _____

ADDRESS: _____

PHONE: _____
 WORK **HOME** **MOBILE**

EMAIL: _____

PROPERTY INFORMATION

PROPERTY ADDRESS: _____

PROPERTY TAX MAP #(s): _____

LOT AREA - ACRES: _____

ZONING: **CURRENT:** _____ **PROPOSED:** _____

2035 LAND USE PLAN DESIGNATION: _____

CURRENT USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

TOTAL SQUARE FOOTAGE OF BUILDINGS/NUMBER RESIDENTIAL UNITS _____

MUNICIPAL UTILITY PROVIDER: NONE: **WATER:** _____ **SEWER:** _____

SCHOOL DISTRICT: _____ COUNTY COUNCIL DISTRICT: _____

RELEVANT FACTORS PERTAINING TO THE REZONING

The York County Council has the power to rezone property when the rezoning is necessary to: implement the 2035 Comprehensive Plan; correct an original mistake; recognize substantial changes or changing conditions in a particular locality; or to recognize changes in technology, style of doing business or matter of doing business (Section 155.573). The Planning Commission makes recommendations that are evaluated along with the request by County Council. Please complete the following questions with the facts you intend to present at the public hearing in order to justify this rezoning.

1. I (we) are making application for rezoning in order to (please select):

implement the Land Use Plan

correct an original mistake or manifest error in the regulations or map

recognize substantial changes or changing conditions in a particular location

recognize changes in technology, style of living, or matter of doing business

The following responses may require supplemental documents.

2. Please explain the intended use and purpose of the rezoning?

3. Please explain how this request is consistent with the 2035 Land Use Plan:

4. If not consistent with the land use plan, please justify your reason for rezoning

Have you scheduled a presubmittal meeting with staff to review your application requirements?

If not, please schedule a meeting with planning staff at 803-909-7240 prior to submitting your rezoning application.

OTHER FACTORS PERTAINING TO THE REZONING REQUEST

1. Are you proposing to subdivide the property if this request is granted? Yes : No

If yes, stormwater management and sediment control plans must be submitted prior to subdivision (preliminary plat approval) or the issue of building permits. For questions, please contact Environmental Compliance at (803) 909-7200.

If the proposed subdivision of the parcel will result in a parcel that will be less than two (2) acres, you will need to contact DHEC at (803) 909-7300 regarding a percolation (perk) test prior to requesting the subdivision of the property.

2. Are there existing structures on the site? Yes : No

If yes, please briefly describe:

What is the current and proposed use of the structure(s)? (If the structure is vacant, please indicate the use and last date occupied)

If this request is granted, will the use of the structure(s) change? **Yes : No**

If so, please be advised that the structure(s) will need to meet all current building and fire codes.

3. If granted, will this request propose to utilize public utilities (Public Sewer and Water)?

Yes : No

Please note: Municipal utility providers may require signed annexation agreements as a condition of providing services. Please contact your local municipal service provider prior to submitting your rezoning application.

**PLEASE NOTE: YOU MUST SUBMIT THE ORIGINAL SIGNATURES BELOW.
COPIED OR SCANNED IMAGES WILL NOT BE ACCEPTED.**

I hereby certify that I have read this application and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable County ordinances and state laws related to the use and development of the land. I further certify that I am the property owner, or his/her authorized agent, of the subject site(s). I understand that falsifying any information herein may result in rejection or denial of this request.

APPLICANT

DATE

I (we) certify that I (we) are the owners of the property involved in this application and further that I (we) designate the person signing as applicant to represent me (us) in this rezoning application.

PROPERTY OWNER (S)

DATE

I certify that any relevant restrictive covenants will be adhered to concerning this rezoning request. To assist verification, I have attached the relevant restrictive covenant information.

APPLICANT

DATE

****ATTACH OWNER'S NOTARIZED WRITTEN AUTHORIZATION IF OWNER'S SIGNATURE
CANNOT BE OBTAINED.***

The following information corresponds with the rezoning application. These instructions are provided to help applicants understand specific information needed.

APPLICANT: This person will represent the property owner at the public hearing. A property owner or authorized representative can also be the applicant. Fill in name, full address, and contact information.

PROPERTY OWNER: The person(s) listed with the tax assessor as the property owner. Fill in name, full address, and contact information.

PROPERTY ADDRESS: Give the address of the property proposed to be rezoned. The address can be obtained from the York County Addressing Department at 803.909.7228.

PROPERTY TAX MAP #: The Tax Map Number can be found on the property tax notice or it can be obtained by calling 803.684.8526. The Property Tax Map Reference Number is important because it gives the Board members access to pertinent information not listed on the application.

DEED AND PLAT (SURVEY) OF PROPERTY: This can be obtained from the property owner or the Clerk of Court Office in the York County Courthouse. Indicate on the plat, the approximate location and distance of all structures and dwellings in relation to all property lines. If a plat does not exist, the deed that indicates property line distances (metes and bounds) will be accepted.

LOT AREA: Provide the size (area) of the lot. Example: 4.2 acres \pm .

PRESENT ZONING: Fill in the Zoning Classification(s) that currently cover the property. This information can be obtained from the Planning staff.

PROPOSED ZONING: Fill in the Zoning Classification(s) that are being requested in this application.

LAND USE DESIGNATION: This information explains the 2035 Comprehensive Plan's recommendation for the property. The land use designation can be obtained from the Planning Department at 803.909.7220.

USE OF PROPERTY: Describe in general terms the current use of the property. Example: farming, vacant house, convenience store, etc.

WATER: Describe the type of water system available. If served by community water give name of agency servicing system. Example: private well, City of Fort Mill, etc.

SEWER: Describe the type of sewer service available. Example: private septic, City of York.

SCHOOL DISTRICT: Provide the School District in which the subject property is located.

COUNTY COUNCIL DISTRICT: Provide the Council District in which the subject property is located.

APPLICANT'S SIGNATURE: The applicant *must* sign the form certifying the information is correct. Sign even if applicant is the owner.

OWNER'S SIGNATURE: The property owner must sign this section. Notarized written authorization from the property owner giving the applicant permission to act of his/her behalf can be substituted for property owner's signature.

CONSISTENCY WITH THE LAND USE PLAN: The applicant must provide a detailed response as it applies to the request and its consistency or inconsistency with the 2035 Comprehensive Plan.

REZONING PURPOSE: Provide the purpose for your request as it applies to the selection(s) made in the first question. This can include applicable limitations posed to the subject property under current zoning.

HAVE YOU SCHEDULED A PRESUBMITTAL MEETING WITH STAFF?

ZONING DISTRICTS - PURPOSE STATEMENTS

Agricultural Conservation District (AGC)

This district is intended to protect and preserve areas under cultivation and prime agricultural soils for continued agricultural and agriculturally oriented uses and to protect the business of agriculture. These areas generally consist of the most agriculturally productive soils and their loss cannot be readily compensated. Where transition is inevitable however, certain special uses may be considered as appropriate "trade-offs" under the review and approval mechanism set forth under the Special Exception Chapter.

Agricultural Conservation District I (AGC-I)

This district is intended to protect and preserve the agricultural character of an area by allowing growth with larger lots (5 acres) thus maintaining an agrarian character. This district should be utilized where transition is inevitable, but public water and sewer are not readily available.

Rural Development District (RUD)

This district is intended to protect and preserve areas of the county that are presently rural in character and use. This district is to serve to discourage rapid growth while allowing growth through orderly use and timely transition of rural areas.

Rural Development District (RUD-I)

This district is intended to protect and preserve the rural character of an area by allowing growth which is not as rapid yet requiring larger lots (1 acre) thus maintaining a rural character within developed areas. This district should be utilized wherever development pressure is increasing, but public water and sewer are not readily available.

Residential Conservation District I & Residential Conservation District II (RC-I & RC-II)

These districts are designed to preserve and protect the character of existing neighborhoods and subdivisions, and to prohibit any use that would compromise or alter existing conditions and uses. In addition, these districts are intended to encourage residential in-filling and expansion of existing neighborhoods and subdivisions. Development standards and densities regulating development of the districts and permitting land uses are designed to reflect existing conditions and enhance the prospects of "like development." (RC-II District allows manufactured housing, while RC-I does not)

Residential Development District I & Residential Development District II (RD-I & RD-II)

These districts are designed to permit a variety of residential uses and variable densities, based on the characteristics of the uses. Areas so designated are deemed suited to and with market potential for the uses. This designation is applied principally to undeveloped areas where unit and density flexibility will not adversely affect existing residential subdivisions, and where the housing market can be sufficiently broad and flexible to meet the various demands for housing. (RD-II District allows multifamily residential and manufactured housing, while RD-I does not)

Business Development District I Convenience (BD-I)

This district is designed to provide "small scale" commercial services and convenience uses. This district will principally serve nearby residential subdivisions, and permit small-scale professional offices as compatible supplements.

Business Development District II Office & Institutional (BD-II)

This district is designed to encourage the development of office and institutional parks in areas relatively free of general commercial activity.

Business Development District III General (BD-III)

This district is intended to provide for areas within the county where "large scale" commercial and business development may occur. This district is designed to support county-wide or regional shopping centers, and business complexes of greater magnitude than permitted by the BD-I and BD-II Districts. This district is designed to accommodate a wide range of business and commercial uses, generally clustered for "cumulative attraction" and optimum accessibility.

Industrial Development District (ID)

This district is designed to recognize and protect one of the County's greatest assets - its industry. Too often, it is infringed upon and "boxed in" by incompatible development, and sites with industrial potential lie unprotected from smaller scale users. This district is designed to improve this situation by protecting certain areas with industrial potential for future industrial use and by buffering industrial uses from incompatible development. In the case of undeveloped property, the purpose of this district is not to usurp the development rights of property owners in anticipation of industrial development, but to allow the continuation of agricultural activity as an interim use, one that does not commit the land to higher intensity uses and subsequently negate the prospects of industrial development.

Light Industrial District (LI)

This district is designed to create and protect industrial areas for light manufacturing and the distribution of products at wholesale. The standards established for this district are designed to promote sound and permanent light industrial development and to protect nearby residential areas from undesirable aspects of heavy manufacturing. Whenever possible, this district should be separate from residential districts by natural or structural boundaries such as drainage channels, sharp breaks in topography, strips of vegetation, traffic arteries, and similar features.

Urban Development District (UD)

This district is designed to permit in certain areas of the county maximum use flexibility in response to existing conditions and characteristics existing at the adoption of zoning. It also recognizes areas existing prior to zoning which have been impacted by a variety of incompatible users. Market and use flexibility mandates a need to protect existing development from the adversities of "mixed use." The objective of this district is to maximize land use flexibility and minimize land use conflicts in the process. All applicants proposing to rezone property to the UD classification will, instead be required to request a PD for the appropriate zoning class for the particular proposed use.

Planned Development District (PD) ****

This district is intended to encourage flexibility in the development of land in order to promote its most appropriate use; to improve the design, character, and quality of new development; to facilitate the provision of streets and utilities; and to preserve the natural and scenic features of open areas. This district is intended for uses in the undeveloped areas designated on the officially adopted land use and development plan map for commercial mixed uses, and in other undeveloped areas of the county undergoing development pressure, where "planned development" is a superior response to less coordinate single-lot development as permitted elsewhere by the Zoning Ordinance. **** ALL PD REZONINGS MUST HAVE CONCEPT/SKETCH PLAN APPROVAL ONE (1) MONTH PRIOR SUBMITTING FORMAL APPLICATION TO REZONE ****

Traditional Neighborhood District (TND)

This district is intended to promote development with a definable center which contains a variety of uses within walking distance of residential areas; encourage the protection of natural resources and open space by concentrating development and establishing requirements for open space conservation; allow denser development to provide the efficient use of infrastructure including roads, water, sewer, and other utilities; and provide a variety of housing types for varying incomes and ages. This district is intended to encourage development based on a neighborhood model where housing, business and other non-residential uses coexist, providing the conveniences and comforts of modern living in an environment that lessens dependency on the automobile and provides feasible alternatives such as walking or bicycling.