



TOWN OF SEABROOK ISLAND

2001 Seabrook Island Road
 Seabrook Island, SC 29455
 (843) 768-9121

Zoning Permit Application

*USE THIS FORM FOR: New Construction, Additions,
 Renovations, Minor Repairs/Maintenance,
 Accessory Uses/Structures*

1. PROPERTY INFORMATION				
Property Address				
Tax Map Number		Block #		Lot #
Total Project Value				
Is this property subject to an OCRM critical line? (eg. Marshfront or Beachfront Lots)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this property subject to private restrictions or covenants? (eg. SIPOA and/or Regime)			<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. APPLICANT INFORMATION	
Please provide information regarding the individual(s) who is (are) submitting the Zoning Permit Application.	
Applicant Name(s)	
Applicant Address	
Applicant Phone Number	
Applicant Email Address	
If the Applicant is <u>NOT</u> an owner of the property, what is the relationship to the Property Owner(s)?	

3. PROPERTY OWNER INFORMATION	
If the Applicant(s) is (are) <u>NOT</u> the Property Owner(s), please provide information for the Property Owner(s).	
Property Owner Name(s)	
Property Owner Address	
Property Owner Phone Number	
Property Owner Email Address	

4. BUILDER/CONTRACTOR INFORMATION	
Please provide information regarding the Builder or Contractor who will be completing the work, if applicable.	
Builder/Contractor Name	
Builder/Contractor Address	
Builder/Contractor Phone Number	
Builder/Contractor Email Address	

5. Please provide a brief description of the proposed scope of work

6. CERTIFICATION			
Under penalty of perjury, I (we) hereby certify that the information contained in this application, including all supplemental materials, is true and accurate to the best of my (our) knowledge.			
Applicant Signature(s)		Date	
		Date	

OFFICE USE ONLY							
Date Received		Status		Permit #		Issue Date	

7. APPLICATION MATERIALS

Zoning Permit Applications must be accompanied by the following supplemental materials, as applicable. An application is not considered “complete” until all required documentation has been received by the Zoning Administrator.

Required for ALL applications:

- Completed and signed Zoning Permit Application Form *(Paper Required; PDF Optional)***
 - Please submit one completed paper application.
 - All signatures must be original.
- Application Fee (See Zoning Permit Fee Rate Sheet)**
 - Application fees may be paid by cash, check, or money order (payable to “Town of Seabrook Island”). Credit card payments will be accepted if paid in-person at Seabrook Island Town Hall.

Required if the Scope of Work will be undertaken by a Builder or Contractor:

- Copy of Signed Contract or Customer Agreement *(Paper or PDF Required)***
 - The Signed Contract or Customer Agreement must be signed by all parties and contain a complete description of the Scope of Work and total Project Cost.

Required if the Scope of Work includes any new structure and/or modifications (expansion, replacement, etc.) to existing structures:

- As-Built Survey / Survey of Existing Conditions *(Paper Optional; PDF Required)***
- Proposed Site Plan *(Paper Optional; PDF Required)***
 - For lots abutting a marsh critical line or beachfront jurisdictional line, the location of the critical line must be certified by OCRM within the previous five (5) years.
- Scaled Architectural Drawings *(Paper Optional; PDF Required)***
 - Architectural drawings must show, at a minimum:
 - A detailed floor plan or plan view; and
 - Front, side, and rear elevations, as appropriate.

Required if the Property is subject to private restrictions or covenants (eg. SIPOA and/or Regime) and the Scope of Work includes any new structure and/or exterior modifications to any existing structure:

- Letter of Approval from Property Owners Association and/or Regime, as applicable. *(Paper or PDF Required)***

8. FEE SCHEDULE

See Zoning Permit Fee Rate Sheet

A “Post Facto Surcharge” equal to 100% of the permit amount shall be assessed in instances where work has commenced prior to obtaining a required permit. This surcharge shall be in addition to any other fines penalties which may be assessed, if applicable.