



Town of Edisto Beach

PLANNING COMMISSION MANUAL OF APPLICANT PROCEDURE

Rule 1. Copies (Adopted 07-02-01) (Amended 10-30-01) (Amended 7-05-05)

For an item to be placed on the Planning Commission Agenda, ten (10) copies of all paperwork, including required documents, must be received prior to the close of business on the fourteenth (14th) day prior to a Planning Commission Meeting.

Rule 2. Check List - Applicant Procedure. (Adopted 10-02-01) (Amended 03-27-12) (Amended 10-21-14)

Apply for a Building Permit from the Town of Edisto Beach. Each application for a Building Permit for new construction, remodeling, a change in floor plan, a change in use permit or a change in the parking requirements shall be reviewed by the Planning Commission. Review and approval of general maintenance, repair and upkeep of structural and mechanical elements shall not require review and approval by the Planning Commission and the Town Council respectively. The application shall be accompanied by the following:

- (1) A statement from applicant indicating the request being made to the Planning Commission. Statement must include:
 - a. Applicants name, address, and contact number;
 - b. Property address for which the application is being made;
 - c. Description of the request being made to the Planning Commission;
 - d. Any additional information the applicant may feel would be important for the Planning Commission in reviewing this application.
 - e. Applicant shall provide the Building Code Administrator sufficient evidence of ownership of the real property or active lease demonstrating applicant's possession of the real property and present ability to perform the proposed use.

- (2) A site plan of the proposed development at a scale of not less than one inch equaling 100 feet drawn in a digital format and showing:
 - a. The location and size of the site;
 - b. The dimensions of the property;
 - c. The location and proposed use of the buildings and their general exterior dimensions;
 - d. A traffic, parking, and circulation plan showing proposed locations, arrangements, number and dimensions of parking spaces, loading area, and ingress and egress to and from adjacent streets;
 - e. The proposed locations and materials to be used for screening;

- f. A title showing the names of the developers, the date, scale of plan, and the name of the individual or firm preparing the plan;
 - g. Landscape plan;
 - h. Description of construction material, especially roofing and exterior siding;
 - i. Elevation drawings (all sides unless identical) and floor plan.
- (3) Professionally drawn floor plan including seating and layout.
- (4) A statement, to be filed with the building official; indicating readiness and willingness to proceed with construction of the proposed development within one year from the date the proposal is approved.
- (5) All commercial applications are required to submit a statement of intended use to include:
- a. Summary of the business;
 - b. Intended time of year for operation (seasonal or non-seasonal);
 - c. Estimated number of employees (full time and part time);
 - d. Intended hours of operation;
 - e. Description of products and/or service to be provided; and
 - f. Plans for future expansion, if any.
- (6) PUD requires project concept plan and how does it impact the total PUD.

Rule 3. Procedure (Adopted 10-30-01) (Amended 03-27-12)

When someone speaks in the meeting they are to step up to the podium, identify themselves by name, residence, their purpose for being at the meeting and then speak. No person may speak for more than five (5) minutes without consent of the Commission. No person speaking at a public hearing shall be subject to cross-examination. All questions shall be posed by members of the Commission. In matters not initiated by an applicant, members of the public shall speak in the order in which requests were received, or in such order as the Commission shall determine.