Town of James Island Rezoning Application Package

Forms to be submitted:

- Rezoning Application
- Restrictive Covenants Affidavit
- Posted Notice Affidavit

Documents to be submitted:

- Copy of Approved & Recorded Plat
- Copy of Current Recorded Deed
- Fee (Check made out to "Town of James Island" or cash)

Information for Applicants:

- Fee Schedule
- Owners Signature Information Memo
- Violations Section (properties containing violations will not be processed)
- Successive Applications
- Rezoning Checklist

ZONING CHANGE APPLICATION

Zoning/Planning Department
Town of James Island
Town Hall
1122 Dills Bluff Road
James Island, SC 29412
(843) 795-4141
Fax: (843) 795-4878

CASE_____ **PD**_____

PROPERTY INFORMATION

CURRENT DISTRICT _____ **REQUESTED DISTRICT** _____

PARCEL ID(S) _____

STREET ADDRESS _____ **ACRES** _____

DEED RECORDED: BOOK _____ PAGE _____ DATE _____

PLAT RECORDED: BOOK _____ PAGE _____ DATE _____ APPROVAL # _____

APPLICANT—OWNER—REPRESENTATIVE

APPLICANT _____ HOME PHONE _____

MAIL ADDRESS _____ WORK PHONE _____

CITY, STATE, ZIP _____ CELL PHONE _____

_____ EMAIL _____

OWNER _____ HOME PHONE _____
(IF OTHER THAN APPLICANT)

MAIL ADDRESS _____ WORK PHONE _____

CITY, STATE, ZIP _____ CELL PHONE _____

_____ EMAIL _____

REPRESENTATIVE _____ HOME PHONE _____
(IF OTHER THAN APPLICANT)

MAIL ADDRESS _____ WORK PHONE _____

CITY, STATE, ZIP _____ CELL PHONE _____

_____ EMAIL _____

REQUIRED DOCUMENTS:

This application will be returned to the applicant within fifteen (15) business days if these items are not submitted with the application or if any are found to be inaccurate:

- ✓ *Copy of Approved and Recorded Plat showing present boundaries of property*
- ✓ *Copy of Current Recorded Deed to the property (Owner's signature must match documentation.)*
- ✓ *Copy of Signed Restricted Covenants Affidavit and Signed Posted Notice Affidavit*
- ✓ *Letter of Intent*
- ✓ *Fee: $150.00 plus $10.00 per acre (Fees vary for Planned Developments.)*

I (we) certify that _____ is the authorized representative for my (our) zoning change request. I also accept the above requirements for submitting my zoning change application. To the best of my knowledge, all required information has been provided and all information is correct.

Signature of Owner(s) _____ Date _____ **Signature of Applicant/ Representative** (if other than owner) _____ Date _____

Planner's Signature _____ Date _____ **Zoning Inspector's Signature** _____ Date _____

OFFICE USE ONLY

Amount Received _____Cash ? ☐ Check? ☐ #_____ Card? _____

Re-Zoning Application Checklist

Case #: _____ PD#: _____

Date: _____ Taken in by: _____

___Approved, recorded plat showing current property boundaries verified on GIS/CAMA (plat book and page, parcel configuration and measurements)

___Current, recorded deed verified on GIS/CAMA

For properties owned by corporations/partnerships:

___Notarized letter from attorney stating who can sign for the Corporation/partnership and what their role is in that corporation/partnership (must have the raised seal)

___Restrictive covenants affidavit

___Posted notice affidavit

___Addresses verified

___Fee

___Is the site accessible for site checks or does an appointment need to be set up? If appointment is needed, date/time and/or contact (with phone #) is:

_____

___Have asked the applicant what is currently on the parcel(s). Record applicant's response/resolution on the lines below:

_____

_____

___Have asked the applicant if permits have been pulled for all structures/activities on the parcel(s). Record applicant's response/resolution on the lines below:

_____

_____

Additional Documentation Required for Planned Developments:

___Current aerial with proposed sketch plan overlay

___35 copies of proposed guidelines and sketch plans

___Digital copies of all tables, charts, exhibits, maps, etc.

843.795.4141
Fax: 843.795.4878
Town Hall
1122 Dills Bluff Road
James Island, SC 29412

Restrictive Covenants
Zoning/Planning

PERMIT APPLICATION: RESTRICTIVE COVENANTS AFFIDAVIT

I, _____, have reviewed the restrictive covenants applicable to
(Print Name)

Parcel Identification Number(s) _____ , located at
(TMS #)

_____, and the proposed permit application is not
(Address)

contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as

specified in South Carolina Code of Laws, Section 6-29-1145.

_____

(Signature) **(Date)**

_____

(Print Name)

Explanation:
Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought. (Section6-29-1145 is copied on the back of this page)

_____

Received by: _____ Date: _____ Application #: _____

"Section 6-29-1145. (A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the permitted activity.

(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity:

(1) in the application for the permit;

(2) from materials or information submitted by the person or persons requesting the permit; or

(3) from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holders or by court order.

(C) As used in this section:

(1) 'actual notice' is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;

(2) 'permit' does not mean an authorization to build or place a structure on a tract or parcel of land; and

(3) 'restrictive covenant' does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land."

843.795.4141
Fax: 843.795.4878
Town Hall
1122 Dills Bluff Road
James Island, SC 29412

Zoning/Planning

POSTED NOTICE AFFIDAVIT

This Affidavit must be filled out and signed by all owner(s) of the subject parcel(s)

I, _____, have reviewed §153.040 (G) (2) (b), Posted Notice on
[Print Name(s)]

the back of this affidavit and understand that a sign(s) will be posted on

Parcel Identification Number(s)

_____, located at (address)

_____, at least 15 calendar days prior to the

public hearing date for which my request is scheduled.

I also understand that once the notice has been posted, the owner(s) of the subject property are responsible for notifying the Zoning/Planning Department in writing if the Posted Notice is removed or damaged prior to the public hearing, meeting or date of action that is the subject of the notice. Failure to notify the Zoning/Planning Department in writing of removed or damaged Posted Notice may result in rescheduling of the public hearing and a delay in decision from the decision-making body. Property Owner is responsible for a $45 (per sign) fee in the case of missing/discarded Posted Notice signs.

[Property Owner(s) Signature(s)] **[Date]**

[Print Name(s)]

For Staff Use Only:

Received by _____ Date_____ Application Number_____

Town of James Island Zoning and Land Development Regulations Ordinance (ZLDR)

§153.040 (G) NOTICES

(2). Types

(b) Posted Notice

When the provisions of this Ordinance state that "Posted Notice" should be provided, the official responsible for accepting the application shall post the notice on the subject property in a manner that makes the notice clearly visible to neighboring residents and passers-by from each public street bordering the subject property. Unless otherwise expressly provided in state statutes or this Ordinance, Posted Notice shall be in place at least 15 calendar days before the public hearing, meeting, or date of action that is the subject of the notice

843.795.4141
Fax: 843.795.4878
Town Hall
1122 Dills Bluff Road
James Island, SC 29422

		SERVICE TYPE	FEE
A.		***ZONING PERMITS***	
	1	**Temporary Zoning Permit Fee**	**$50.00**
	2	**Protected/Grand Tree Removal Permit (Zoning Permit)**	**$25.00**
	3	**Residential Land Disturbance**	**$25.00**
	4	**Residential Zoning Permit**	**$25.00**
B.		***COMMERCIAL and INDUSTRIAL***	
	1	**Up to 5,000 SF building size**	**$50.00**
	2	**greater than 5,000 SF building size**	**$75.00**
C.		***ZONING AND COMPREHENSIVE PLAN AMENDMENTS***	
	1	**Zoning Map Amendments [Rezonings]**	**$150.00 + $10/acre**
	2	**Planned Development (PD) Zoning District**	
		a. Less than 10 acres	**$300.00 + $10/acre**
		b. 10-99 acres	**$1000.00 + $15/acre**
		c. 100 acres or greater	**$1500.00 + $20/acre**
	3	**Amendment to existing Planned Development text**	**$300.00 + $2/acre**
	4	**Sketch Plan Amendment**	**$300.00 + $2/acre**
	5	**ZLDR Text Amendments**	**$250.00**
	6	**Comprehensive Plan Amendments**	**$250.00**
D.		***SITE PLAN REVIEW***	
	1	**Limited Site Plan Review**	**$50.00**
	2	**up to 5,000 SF building size.**	**$250.00**
	3	**greater than 5,000 SF building size.**	**$500.00**
E.		***BOARD OF ZONING APPEALS***	
	1	**Appeals of Zoning Related Administrative Decisions**	**$250.00**
	2	**Special Exceptions**	**$250.00**

	3	Zoning Variances	$250.00
	4	Protected/Grand Tree Removal Zoning Variances	$250.00 + $50.00
F.		ADDRESSING	
	1	Street Name Change	$50.00
	2	Street Sign	$200.00
G.		SIGNS	
	1	Billboards	Site Plan Review + $50.00
	2	Wall Signs (per use)	$50.00
	3	Free Standing Sign	$50.00
	4	Agricultural Sign	$20.00
H.		SUBDIVISION PLATS	
	1	One Lot or Exempt Plat	$50.00
	2	2-10 Lots or Minor Subdivision Plat	$100.00 + $10/lot
	3	11 or more Lots or Preliminary Plat for Major Subdivision	$200.00 + $10/lot
	5	Final Plat	$100.00 + $10/lot
	6	Public Improvement(s) Review (Engineering)	$10/lot
	7	Appeals of Subdivision Related Administrative Decisions	$250.00

FEE SCHEDULE NOTES

Town Council may waive all or a portion of the above fees upon submittal of a request to Council and subsequent approval at a public meeting of Town Council

If any type of zoning application/permit is required in order to bring properties that have current zoning violations into compliance with the Town of James Island Zoing and Land Development Regulations Ordinance, the zoning application/permit fees shall be doubled.

Separate applications and fees shall be filed for more than one Variance request to each requirement of this Ordinance. If an applicant requests a variance for removal of more than one Protected/Grand tree, each additional Protected/Grand tree shall require an additional fee.

TOWN OF JAMES ISLAND
PLANNING COMMISSION
2026 MEETING DATES
5:00 **PM**

Town Hall, 1122 Dills Bluff Road, James Island, SC

2nd Thursday of the month

FILING DEADLINES	MEETING DATES 2026
November 21st, 2025	January 8th
December 26th, 2025	February 12th
January 23rd, 2026	March 12th
February 20th	April 9th
March 27th	May 14th
April 24th	June 11th
May 22nd	July 9th
June 26th	August 13th
July 24th	September 10th
August 21st	October 8th
September 25th	November 12th
October 23rd	December 10th

Applications must be received in person no later than **12:00 pm Friday** on the filing deadline with the required fee, or on any work day preceding the filing deadline no later than 4:00pm.