**Planning Department**
P.O. Box 1809, 101 N. Main Street, Lancaster, SC 29721
Phone: 803.285.6005, planning@lancastercountysc.net
www.mylancastersc.org

# CONDITIONAL USE APPLICATION

## SUBMITTAL REQUIREMENTS

- Completed Application
- Signatures of Applicant and Property Owner
- All items noted on the Conditional Use Plan Checklist
- Fees associated with review

## GENERAL INFORMATION

Property Address _____

City _____ State _____ Zip _____ Tax Parcel ID _____

Current Zoning _____ Current Use _____

Total Acres _____ Surrounding Property Description _____

_____

_____

Proposed Conditional Use _____

_____

_____

## CONTACT INFORMATION

Applicant Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Fax _____ Email _____

Property Owner Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Fax _____ Email _____

**APPLICATION CERTIFICATIONS**

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, or the subject property. I understand that falsifying any information herein may result in rejection or denial of this request.

_____ _____

Applicant Date

_____ _____

Property Owner(s) Date

Attach owner's notarized written authorization with property information if the applicant is not the owner.

**LANCASTER COUNTY OFFICE USE ONLY**

Application Number _____ Date Received _____Receipt Number _____

Amount Paid _____ Check Number _____ Cash Amount _____

Received By _____ Planning Commission Meeting Date _____

**SCHEDULE/PROCESS**

1. **Submit Application**

   - The deadline for this application is at least 45 days prior to the Planning Commission meeting, held every third Tuesday of the month.
   - Once an application is submitted, it is placed on the Planning Commission agenda for the following month.
   - An application withdrawal should be made in writing and received prior to public notice in order to receive a refund.
   - Conditional Use Application Fee - $325.00

2. **Planning Commission**

   - Conducts a public hearing on the application to receive input from Lancaster County citizens, applicant, and other interested parties.
   - Reviews the application to ensure it is consistent with the Lancaster County Unified Development Ordinance, Comprehensive Plan, and all adopted County plans.
   - Makes a recommendation to the County Council.

3. **County Council**

   - Approves, denies, or submits application to the Planning Commission for further study.
   - Action requires a resolution for approval.
   - Subsequent to County Council action, notice of action will be provided to the applicant,

**CONDITIONAL USE PLAN CHECKLIST**

_____The size of the plan and number of copies should conform to the following: Eight copies that are 24" x 36" (full size) and Two copies that are 11" x 17" (reduced size).

_____A descriptive location of the property and vicinity map at a scale of not less than one inch equals one mile.

_____Proposed name of the development.

_____The date of the survey or plan.

_____All plans shall be embossed with the seal and signature of the engineer/surveyor responsible for the work.

_____A graphic scale and numerical scale shall be shown on the plan.

_____The North arrow shall be shown and be accurately correlated with the courses with indications as to whether it is true, magnetic or grid.

_____Total acreage and boundaries of the development shall be shown on the plan.

_____All existing and proposed uses of land throughout the tract shall be shown on the plan.

_____Topography of the site with a contour interval of not more than 5 feet shall be shown on plan.

_____Typical arrangement of existing and proposed buildings and structures, including dimensions, elevations, uses, and setbacks shall be shown on the plan.

_____Location of adjoining property lines and existing buildings shall be shown on the plan.

_____The names of adjacent landowners, lot and/or block numbers, highways, streets, and named waterways shall be shown.

_____All property lines shall be defined by course and horizontal distance. All property lines shall be plotted to the scale shown in the title.

_____All easements and rights-of-way of existing and proposed buildings and structures shall be shown and shall include their widths and center lines.

_____All existing street intersections shall be shown on the plan.

_____Proposed parking areas and traffic circulation shall be shown on the plan.

_____Exact ratio of impervious surfaces to lot area shall be shown.

_____At a minimum the plan shall include basic landscape information such as the location and dimension of required buffer yards.

owner, and adjacent property owners.

- **Please note that upon approval of a conditional use, the applicant shall subsequently submit a site plan to The Lancaster County Planning Department for review. This site plan shall conform to the site plan process as enumerated in UDO Section 9.2.9 (Site Plan Process Chart)**