



APPLICANT/OWNER INFORMATION

*Indicates Required Field

APPLICANT

PROPERTY OWNER

*Name:		
*Title:		
*Address:		
*City, State:		
*Zip:		
*Phone:		
*Email:		

LEGAL REPRESENTATIVE (if applicable)

Name:	
Title:	
Address:	
Phone:	
Email:	

PROPERTY INFORMATION

*PARCEL #(S) _____

*TOTAL ACREAGE _____

*CURRENT ZONING DESIGNATION (County) _____

*PROPOSED ZONING DESIGNATION (City) _____

TYPE OF ANNEXATION

*Please select one (1) type: _____ 100% _____ 75% _____ 25%

For 100% and 75% Annexations, please Include the corresponding **Annexation Petition** with the application submittal.

INSTRUCTIONS

1. The applicant is strongly encouraged to schedule a pre-application conference with the Zoning Administrator prior to the scheduled submission deadline. Call (864)-855-7908 to schedule an appointment.
2. Staff will review the application for "completeness". If the application is deemed incomplete, staff will notify the applicant and request that the application be revised and resubmitted to address incompleteness. In this event, the item will be postponed to a subsequent regularly scheduled planning commission meeting. A complete application includes: application filled out, payment for the annexation fee **(\$250.00)**, payment for the rezoning fee **(\$200.00** - if applicable), (2) copies of a current survey for the property (sized 8.5" x 11"), and the legal description of the property.
3. **A completed application is required for each separate parcel.**
4. **Public Notice Requirements.** Annexation applications require (1) Planning Commission and (2) City Council public hearings. It is the applicants responsibility to post the required public notice signs on the subject property(s) at least 15 days prior to the scheduled public hearings. See Section 4.1.4. Public Notice in the Unified Development Ordinance (UDO) for more information.
5. **Please read carefully:** The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

In addition, the applicant affirms that the applicant or someone acting on the applicant's behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction. If the planning office by separate inquiry determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived, then the planning office will indicate in its report to the planning commission that granting the requested change would not likely result in the benefit the applicant seeks.

Furthermore, my signature (applicant) indicates that I understand and consent that this matter will appear before the Planning Commission for consideration and that any recommendation, for approval or denial, by the Planning Commission will be presented to the City Council.

***APPLICANT SIGNATURE**
DATE

6. *Pursuant to S.C. Code Ann. § 6-29-1145, I hereby attest that the tract or parcel of land subject to this application IS NOT restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

Initial: _____

*Signatures	
Applicant	
Date	
Property Owner/Authorized Agent	
Date	