



**CITY OF HANAHAN
BOARD OF ZONING APPEALS APPLICATION**

Building and Codes Department
1255 Yeamans Hall Road
Hanahan, SC 29410
(843)885-5045
www.cityofhanahan.com

Applicant		Property Owner	
Name:		Name:	
Phone:		Phone:	
Mailing Address:		Mailing Address:	
E-mail:		E-mail:	
Town Business License # (if applicable):			
Project Information			
Project Name:		<input type="checkbox"/> Variance	<input type="checkbox"/> Special Exception
Project Location:		<input type="checkbox"/> Administrative Appeal	
Zoning District:		Acreage:	
Tax Map Number(s):			
Project Description:			
Request:			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Two (2) paper copies and digital files of applicable plans and/or documents depicting the subject property. <input type="checkbox"/> 2. Recorded deed and plat showing proof of property ownership. <input type="checkbox"/> 3. Project Narrative describing reason for application. <input type="checkbox"/> 4. An Application Review Fee as determined by the City of Hanahan Schedule. Checks made payable to the City Of Hanahan.			
Note: A Pre-Application Meeting is recommended prior to Application submittal.			
Disclaimer: The City of Hanahan assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.			
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature:		Date:	
Applicant Signature:		Date:	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



IMPORTANT NOTICE AND ACKNOWLEDGMENT
CONCERNING CONTACT WITH THE BZA

Please refrain from contacting any member of the Hanahan Board of Zoning Appeals regarding matters related to an application. Any communication outside the public meeting, including but not limited to face-to-face conversations, phone calls, written correspondence, e-mails, instant messaging, and the next level of technology that presents itself with any member of the Board of Zoning Appeals is considered an "ex parte communication".

An "ex parte communication" occurs when an interested party in the matter to be decided (or representative) and a quasi-judicial decision-maker discuss, outside the formal hearing process, the substance of the matter to be decided. Ex parte communications may result in the board being disqualified to hear the matter or dismissal of the appeal. Outside communications also create an appearance of impropriety and serves to undercut public confidence in the integrity of the process.

Any resident or anyone who owns property or a business who wishes to share information with the BZA regarding a specific case will be allowed to do so during the public input session.

I acknowledge that I have read the information above and agree to refrain from contacting any member of the Hanahan Board of Zoning Appeals outside of the formal hearing process regarding my application and the substance of the matter to be decided. I understand and acknowledge that failure to abide by the rules may result in the dismissal of the matter to be heard.

Property Owner Signature

Print name: _____

Applicant Signature (if different than Property Owner)

Print name: _____