



Town of Clover

Zoning Compliance Permit

116 Bethel Street, PO Box 1060
Clover, South Carolina 29710
Ph: 803.222.9495 | FAX: 803.222.6955
www.cloversc.org

Applicant Information

Name: _____
Address: _____
Phone: _____ Email: _____

Owner Information (if different from Applicant). Owner must sign this Application or provide signed Designation of Agent.

Name: _____
Phone: _____ Email: _____

Property Information

Property address: _____

Property Tax Map Number: _____

Certificate of Zoning Compliance requested for:

- New Construction Alteration to Building Change of Use / New Use Industrial Use

Building Gross Floor Area: _____ (sq.ft.) Lot size: _____ (sq ft)

Proposed Construction, if applicable: _____

***A SITE PLAN IS REQUIRED FOR ALL NEW CONSTRUCTION AND BUILDING EXPANSIONS AND FOR ALL PROJECTS THAT CHANGE THE USE OF ANY PART OF A STRUCTURE OR LOT. The site plan must show property lines, all buildings and structures (existing and proposed), driveways and parking spaces (existing and proposed), trees >24" diameter at breast height, bufferyards and landscaping, floodplains, and utility or other easements. The Site Plan must be to scale. See Table 10 of the ZLDO for more information.**

Complete the following for non-residential projects which include new construction or a new use in an existing building:

Name of Business: _____
Proposed Use: _____ NAICS Code: _____
Current/Most Previous Use (if known): _____ Home Occupation? __ Yes __ No
Total Number of: Existing Parking Spaces: _____ Existing Handicap Parking Spaces: _____

Certifications: The applicant certifies information on this application is true and correct. If any information is false or misleading, the Certificate of Zoning Compliance shall be considered void. Applicant also attests that there are no recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested.

Initial Here to Acknowledge Certifications

Applicant agrees to the conditions and requirements set forth in the Town of Clover Zoning and Land Development Ordinance.

Signature of Applicant: _____ Date Submitted: _____

Signature of Owner: _____ Date: _____

ALLOW UP TO 10 DAYS FOLLOWING RECEIPT OF COMPLETE APPLICATION TO PROCESS

Other permits may be required for your project including Grading Permit, Building Permit, and/or Sign Permit.

FOR OFFICE USE ONLY

Date Received: _____ If incomplete, date(s) returned: _____

Tax Map #: _____ [] Fee Paid: _____

Zoning District: _____ Required Parking Spaces for Use: _____

Proposed Use is: [] Permitted [] Conditional [] Prohibited [] Same Use [] Change of Use

Other Required Permits: [] Grading [] Building [] Sign Floodplain Yes No

Staff Attachments: [] Google Earth Street View [] York County GIS Parcel Report

Zoning Permit is: [] Approved [] Denied [] Temporary and Expires _____

Zoning Administrator/Designee: _____ Date: _____

Comments: _____

This Certificate of Zoning Compliance is issued in accordance with Article 10 of the Town of Clover Zoning and Land Development Ordinance. If the Permit is denied, the applicant has the right to appeal within 15 days of the determination. BZA Appeal from Zoning Official forms are available at Clover Town Hall, 116 Bethel Street, Clover, SC, and online at www.cloversc.org. Phone 803-222-9495 FAX 803-222-6955. (REV 8/16/2021)

Per Section 10-15.1 of the Town's Zoning and Land Development Ordinance, a *Certificate of Zoning Compliance* is required for:

1. The issuance of a Building Permit for new construction and construction which expands the building footprint of the existing structure. Including new structures, additions to existing structures, accessory structures such as storage buildings, in-ground pools, signs, decks, additional parking, etc.
2. Changing the use of any part of a structure or lot, including any increase in the number of families or dwelling units occupying a building or lot. Including change of commercial business to another type of business and change from residential to commercial use and vice versa. This includes Home Based Businesses.
3. The installation of a manufacturing or other industrial process whose operation may generate effects of the types and magnitudes limited by performance standards as set forth in Section 3.1.

When the Zoning Administrator receives an application for a permit whose proposed improvement and use described and illustrated conforms to all requirements of this Ordinance, he/she shall issue a Certificate of Zoning Compliance and return a signed copy to the applicant within ten (10) days of receipt of the application. If the application does not conform to this Ordinance, the Zoning Administrator shall deny the issuance of a Certificate of Zoning Compliance, and so advise the applicant within ten (10) days, citing the particular sections of this Ordinance with which the application does not comply.

Effective July 1, 2007, South Carolina Code of Law 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. Recorded covenants can be found on the closing deed of the property.

A site plan is required for most Zoning Compliance permits so that the Zoning Administrator may properly determine if the proposed construction and/or use meets the requirements of the Zoning and Land Development Ordinance including, but not limited to:

- Use Permitted by Zoning District (Table 1)
- Conditional Use, if applicable (Table 1 and Article 3)
- Setback, Lot Area, Height, Density and Impervious Surface (Table 2)
- Bufferyards, Screening, Landscaping, Common Open Space, Tree Protection and Outdoor Lighting (Article 4)
- Signage (Article 5)
- Off-Street Parking and Loading (Article 6)
- Parking (Table 1)
- Historic Preservation and/or Corridor Overlay

Any information provided on this document may be subject to the South Carolina Freedom of Information Act and may be disclosed to third parties in accordance with applicable law.