

# Application Package for Rezoning

City of Aiken

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**1.**

## **The Process at a Glance**

- \* The completed & signed application, supporting materials, and fee are submitted to the Planning Department located in the Municipal Building at 214 Park Avenue SW, Room #202.
- \* Planning Department distributes information about the request to various City departments.
- \* A letter with review comments from City staff is sent to the applicant.
- \* If necessary, the applicant submits revised plans and/or additional information to the Planning Department.
- \* The request is considered by the Planning Commission which makes a recommendation to City Council.
- \* City Council holds two readings on an ordinance to rezone the subject property, the second of which is a public hearing, followed by Council action on the rezoning request.

**Zoning** On October 23, 2006 City Council adopted a policy that all rezoning, annexation, and City utility service requests for primarily residential development four (4) acres or larger will be developed under the PR (Planned Residential) zoning regulations, and all primarily non-residential development five (5) acres or larger will be developed under the PC (Planned Commercial) zoning regulations. While the applicant is free to request any zoning, it should be understood that City Council may reject the application based on this policy. Projects in the PR and PC zones require a Concept Plan; a pre-application meeting with the Planning Department staff is recommended for all Concept Plans applications and is mandatory for PR.

**PLEASE READ THE REST OF THIS APPLICATION PACKAGE CAREFULLY SO THAT YOU FULLY UNDERSTAND THE SUBMISSION REQUIREMENTS AND PROCESS.**

## 2.

### **Rezoning Procedures**

#### **Summary**

A rezoning request is first heard by the Planning Commission at a public hearing; the Commission makes a recommendation to City Council. Two readings of the ordinance are required before City Council with a final decision normally being made at the second reading which is also a public hearing. If approved, the property is rezoned immediately and the Zoning Map changed within 30 days.

#### **Standing to Apply**

The applicant must be the property owner or have written authorization from the property owner for the proposed.

#### **Submission Requirements**

The following must be submitted 35 days prior to the Planning Commission meeting to the Planning Department located in the Municipal Building at 214 Park Avenue SW, Room #202.

**Application.** The completed application form.

**Petition.** An original petition requesting the change. A complete explanation of the justification for the rezoning should be included.

**Plat.** Five copies of a plat including the information shown on the attachment.

**If the plat is larger than 8 1/2" x 11", a reduced copy of that size must be provided.**

**Fee.** \$200.00 for 1<sup>st</sup> 4 acres plus \$50.00 each additional acre or portion thereof with a maximum of \$2500.00 (for rezoning other than to single-family residential for which there is no fee). Checks should be made payable to "City of Aiken".

If an application is withdrawn, the application fee may be returned upon request unless public notice has been sent to the Aiken Standard.

**Rezoning Review Criteria.** The applicant's response to attached six criteria.

**Traffic Impact Study.** A Traffic Impact Study may be required for applications for approval of a site plan, annexation, rezoning (to a category that allows more intense uses), major subdivision, or concept plan for PUD and PC where the traffic to be generated meets a certain minimum as determined by the Planning Director. A Traffic Study will be accepted only if prepared by a firm on a list of approved firms approved and maintained by the Planning Department.

#### **Public Notice**

The Planning Department is responsible for public notice. A sign announcing the hearing date will be posted on the property, notice sent to contiguous property owners, and a legal notice published in the Aiken Standard 20 days prior to the Planning Commission meeting.

#### **Site Visits**

Please be aware that consideration of an application may require site visits by the City staff and members of the appropriate boards or commissions. These visits will be made during daylight hours. If the application is approved, the Zoning Official or another staff member may check the site for compliance with the terms of the approval.

**Rezoning Petition**

I am the legal property owner or his agent or the contract purchaser with written permission from the property owner of a tract of land designated as (address)\_\_\_\_\_

Tax Parcel # \_\_\_\_\_.

The lot is presently zoned \_\_\_\_\_.

I am requesting the zoning be changed to \_\_\_\_\_.

The property is contiguous to a \_\_\_\_\_ zone on the \_\_\_\_\_ boundary.

Justification for the rezoning:

Enclosed is an accurate plat of the property showing required information.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's name and interest if other than property owner (please print)

\_\_\_\_\_  
Signature of property owner if other than applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's name as it appears on the deed

## **Rezoning Plat Checklist**

The following information must be shown on the plat which may require the seal and signature of a surveyor licensed in South Carolina.

- 1) the subject property clearly identified
- 2) date of survey
- 3) tax parcel number
- 4) north arrow and graphic scale
- 5) location map at a scale sufficient to depict the exact location of the subject property
- 6) name, address, and telephone number of the property owner and plat preparer
- 7) exact acreage or square footage
- 8) bearings and distances of the property boundaries and all lot lines
- 9) current and proposed zoning boundaries
- 10) zoning of surrounding areas, including those on the other side of the street
- 11) names of surrounding property owners
- 12) existing streets with names and rights-of-way widths
- 13) City limit lines within 200' of the property

**NOTE:** Structures, pavement, utility lines and contours should not be shown. All information should be on the reproducible copy from which the paper copies are made; no information should be hand-written on the paper copies.

## **Rezoning Review Criteria**

In making recommendations regarding proposed rezoning, the Planning Commission will consider and make findings based on the following.

The applicant should address in writing the following questions.

1. Is the proposed rezoning consistent with the Comprehensive Plan?
2. Is the proposed rezoning compatible with the zoning, conforming uses of nearby property and the character of the surrounding area?
3. Is the subject property suitable for uses permitted by the existing zoning?
4. Is the subject property suitable for uses permitted by the proposed zoning?
5. Is there a need within the City limits for additional property with the proposed zoning?
6. Are sanitary sewer, water, stormwater and transportation facilities available to the property?

Application No. \_\_\_\_\_ Tax Parcel No. \_\_\_\_\_

**Application  
Planning Department  
City of Aiken**

**Type of Application**

\_\_\_ Annexation                      \_\_\_ Site Plan                      \_\_\_ City Services  
\_\_\_ Rezoning                        \_\_\_ Landscaping Plan            \_\_\_ Other  
\_\_\_ Concept Plan (PR)            \_\_\_ Concept Plan (PC)

**Applicant**

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
Interest if other than owner \_\_\_\_\_

**Property Owner**

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Main Contact** (if different from applicant)

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Subject Property**

Project Name \_\_\_\_\_  
Address or location \_\_\_\_\_ Acreage \_\_\_\_\_  
Zone \_\_\_\_\_ Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

Are there restrictive covenants that would prohibit the proposed use of the property? \_\_\_\_\_  
If you replied yes, please attach a certified copy of the restrictive covenants to this application.

I certify by my signature that this application is accurate and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print or type name \_\_\_\_\_ Title \_\_\_\_\_

Attach the name, address, and telephone number of anyone other than the applicant, owner and plan/plat preparer who should receive copies of correspondence or be contacted if additional information is needed.

Comments: