



843.795.4141  
Fax: 843.795.4878  
Town Hall  
1122 Dills Bluff Road  
James Island, SC 29412

**Subdivision Application**  
Zoning/Planning

**APPLICANT:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT PHONE #: \_\_\_\_\_

OWNER PHONE #: \_\_\_\_\_

APPLICANT EMAIL: \_\_\_\_\_

OWNER EMAIL: \_\_\_\_\_

**PROPERTY INFORMATION:**

LOCATION: \_\_\_\_\_

TMS #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

# of LOTS: \_\_\_\_\_ ACRES: \_\_\_\_\_

\_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

SURVEYOR: \_\_\_\_\_

SURVEYOR PHONE #: \_\_\_\_\_

SURVEYOR EMAIL: \_\_\_\_\_

Application #: \_\_\_\_\_

Letters Received: Affidavit	YES / NO
Certificate of Ownership	YES / NO
Public Sewer (JIPSD)	YES / NO
Public Water (CWS)	YES / NO

Date Received: \_\_\_\_\_

Pre-App Date: \_\_\_\_\_

PRELIMINARY PLAT:

PC Agenda Date: \_\_\_\_\_

Public Notifications: \_\_\_\_\_

Mailings/Email: \_\_\_\_\_

Recommendation: APP / DIS

PC Decision Mailed: \_\_\_\_\_

BZA Required (Trees): YES / NO

BZA Date: \_\_\_\_\_

Decision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FINAL PLAT:

Date Approved: \_\_\_\_\_

Recorded: BK \_\_\_\_\_ PG \_\_\_\_\_

Plats Distributed: \_\_\_\_\_

Approval Letter: \_\_\_\_\_

**NOTES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Restrictive Covenants  
Zoning/Planning

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**PERMIT APPLICATION: RESTRICTIVE COVENANTS AFFIDAVIT**

I, \_\_\_\_\_, have reviewed the restrictive covenants applicable to  
(Print Name)

Parcel Identification Number(s) \_\_\_\_\_, located at  
(TMS #)

\_\_\_\_\_, and the proposed permit application is not  
(Address)

contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as  
specified in South Carolina Code of Laws, Section 6-29-1145.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

Explanation:

*Effective July 1, 2007, South Carolina Code of Laws 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. (Section 6-29-1145 is copied on the back of this page)*

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Application #: \_\_\_\_\_

"Section ~~6-29-1145~~. (A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the permitted activity.

(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity:

- (1) in the application for the permit;
- (2) from materials or information submitted by the person or persons requesting the permit; or
- (3) from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holders or by court order.

(C) As used in this section:

- (1) 'actual notice' is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;
- (2) 'permit' does not mean an authorization to build or place a structure on a tract or parcel of land; and
- (3) 'restrictive covenant' does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land."



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EXEMPT  
SURVEYORS AFFIDAVIT  
Zoning/Planning

**EXEMPT FROM SUBDIVISION REGULATIONS  
(COMPLETE APPROPRIATE SECTION)**

**SECTION I:**

**EXISTING TRACT**

I hereby certify that the attached plat surveyed by \_\_\_\_\_  
and dated: \_\_\_\_\_ is a parcel of land identical to one which was created and recorded prior  
to the adoption of the Charleston County Subdivision Regulations on January 1, 1955, and is recorded in  
Plat/Deed Book \_\_\_\_\_ Page \_\_\_\_\_ of the R.M.C. of Charleston County on \_\_\_\_\_  
(a date prior to January 1, 1955) and has not been changed in size or shape since the recording date mentioned  
above.

TAX MAP NUMBER: \_\_\_\_\_ PARCEL: \_\_\_\_\_

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**SECTION II:**

**PREVIOUSLY RECORDED SUBDIVISION**

I hereby certify that the attached plat is of a parcel of land identical to the plat which was approved by the  
Charleston County/Town of James Island Planning Board, and has not changed in size or shape in any way since  
the plat was approved by the Charleston County/Town of James Island Planning Board (*not including surveying  
errors, right-of-way acquisitions*).

PLAT RECORDED: BOOK: \_\_\_\_\_ PAGE: \_\_\_\_\_

TAX MAP NUMBER: \_\_\_\_\_ PARCEL: \_\_\_\_\_

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**SECTION III:**

**PUBLIC ACQUISITION**

\_\_\_\_\_ R/W ACQUISITION      \_\_\_\_\_ SEWER ACQUISITION      \_\_\_\_\_ OTHER: \_\_\_\_\_

TAX MAP NUMBER: \_\_\_\_\_ PARCEL: \_\_\_\_\_

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



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**Affidavit of Ownership**  
Zoning/Planning

STATE OF SOUTH CAROLINA )  
TOWN OF JAMES ISLAND )  
COUNTY OF CHARLESTON )

**AFFIDAVIT OF OWNERSHIP**

KNOW ALL MEN BY THESE PRESENTS, that I,

\_\_\_\_\_:

1. Own that certain parcel of land located in the Town of James Island bearing

TMS # \_\_\_\_\_.

2. The property was conveyed to me by

\_\_\_\_\_,

Trustee by deed recorded in the RMC Office of Charleston County in

Book \_\_\_\_\_ at Page \_\_\_\_\_.

Sworn to before me this

\_\_\_\_\_ Day of \_\_\_\_\_.

\_\_\_\_\_

Signature

\_\_\_\_\_

Notary Public for South Carolina:

My Commission Expires: \_\_\_\_\_



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<b>SERVICE TYPE</b>		<b>FEE</b>
<b>A. ZONING PERMITS</b>		
1	Temporary Zoning Permit Fee	\$50.00
2	Protected/Grand Tree Removal Permit (Zoning Permit)	\$25.00
3	Residential Land Disturbance	\$25.00
4	Residential Zoning Permit	\$25.00
<b>B. COMMERCIAL and INDUSTRIAL</b>		
1	Up to 5,000 SF building size	\$50.00
2	greater than 5,000 SF building size	\$75.00
<b>C. ZONING AND COMPREHENSIVE PLAN AMENDMENTS</b>		
1	Zoning Map Amendments [Rezoning]	\$150.00 + \$10/acre
2	Planned Development (PD) Zoning District	
	a. Less than 10 acres	\$300.00 + \$10/acre
	b. 10-99 acres	\$1000.00 + \$15/acre
	c. 100 acres or greater	\$1500.00 + \$20/acre
3	Amendment to existing Planned Development text	\$300.00 + \$2/acre
4	Sketch Plan Amendment	\$300.00 + \$2/acre
5	ZLDR Text Amendments	\$250.00
6	Comprehensive Plan Amendments	\$250.00
<b>D. SITE PLAN REVIEW</b>		
1	Limited Site Plan Review	\$50.00
2	up to 5,000 SF building size.	\$250.00
3	greater than 5,000 SF building size.	\$500.00
<b>E. BOARD OF ZONING APPEALS</b>		
1	Appeals of Zoning Related Administrative Decisions	\$250.00
2	Special Exceptions	\$250.00

	3	Zoning Variances	\$250.00
	4	Protected/Grand Tree Removal Zoning Variances	\$250.00 + \$50.00
<b>F.</b>	<b>ADDRESSING</b>		
	1	Street Name Change	\$50.00
	2	Street Sign	\$200.00
<b>G.</b>	<b>SIGNS</b>		
	1	Billboards	Site Plan Review + \$50.00
	2	Wall Signs (per use)	\$50.00
	3	Free Standing Sign	\$50.00
	4	Agricultural Sign	\$20.00
<b>H.</b>	<b>SUBDIVISION PLATS</b>		
	1	One Lot or Exempt Plat	\$50.00
	2	2-10 Lots or Minor Subdivision Plat	\$100.00 + \$10/lot
	3	11 or more Lots or Preliminary Plat for Major Subdivision	\$200.00 + \$10/lot
	5	Final Plat	\$100.00 + \$10/lot
	6	Public Improvement(s) Review (Engineering)	\$10/lot
	7	Appeals of Subdivision Related Administrative Decisions	\$250.00

### FEE SCHEDULE NOTES

Town Council may waive all or a portion of the above fees upon submittal of a request to Council and subsequent approval at a public meeting of Town Council

If any type of zoning application/permit is required in order to bring properties that have current zoning violations into compliance with the Town of James Island Zoning and Land Development Regulations Ordinance, the zoning application/permit fees shall be doubled.

Separate applications and fees shall be filed for more than one Variance request to each requirement of this Ordinance. If an applicant requests a variance for removal of more than one Protected/Grand tree, each additional Protected/Grand tree shall require an additional fee.