



TOWN OF SANTEE
PLANNING & ZONING DEPARTMENT

194 Municipal Way (P.O. Box 1220) | Santee, SC 29142 | P: 803.854.2152 | Website: www.townofsantee-sc.org

ZONING PERMIT APPLICATION

OFFICE USE ONLY:

Date Received: _____ Fee: _____

Please READ and PRINT clearly or type responses. **Complete and submit the application with fee and any attachments.** Please send three (3) hard copies of the scaled site plan no larger than 24" x 36" and 1 digital. If the applicant is not the property owner (s), the owner(s) must complete and sign the *Designation of Agent*. No work [construction] may commence without an approved zoning permit and/or building permit. Violation carries up to a \$500 fine or 30 days in jail per Section 1-6. **FEE SCHEDULE IS BELOW.**

Applicant Name: _____ Business Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Cell: _____ Email: _____

Relationship to Property Owner: Same Lessee/Business Owner Contractor Other: _____

Contractor/Builder Name: _____ Business Name: _____

Address: _____ License #: _____

Phone: _____ Email: _____

Architect/Engineer Name: _____ Business Name: _____

Business Name: _____ License #: _____

Do you or the contractor/subcontractor have a Santee Business License? Yes No If NO, please see the business license clerk.

Designation of Agent: I/we hereby authorize the person named as Applicant to act on my/our behalf for the purpose of submitting and amending documents, meeting with staff, and attending public meetings/hearings.

Owner's Name (*print*) Owner's Signature Date

Witness (*print*) Witness Signature Date

Phone: _____ Email: _____

PROPERTY INFORMATION

Check the land use.

Residential Commercial/Office Industrial/Manufacturing Church/Semi Public Other _____

Zoning District: _____

Tax Map #: _____ Property Address: _____ Area: (sq. ft./acreage) _____

Are floodplain/floodway or wetlands on-site? Yes No

Is the property restricted by any recorded covenants, conditions, easements, and/or restrictions? Yes No If yes, please attach.

Have received your water/wastewater capacity letter? Yes No N/A If yes, please attach. If NO, contact the Utility Manager.

Check the applicable development activity box.

<input type="checkbox"/> Home Occupation Business (List type of business below)	<input type="checkbox"/> Demolition	<input type="checkbox"/> Relocation of Structure
<input type="checkbox"/> New Construction (Sq ft: _____)	<input type="checkbox"/> Lighting	<input type="checkbox"/> Accessory Structure (Sq ft: _____)
<input type="checkbox"/> Fence/Wall (<i>Provide Height & Materials Below</i>)	<input type="checkbox"/> Cell Tower/DAS	<input type="checkbox"/> Addition/Alteration (Sq ft: _____)
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Mobile Home Park	<input type="checkbox"/> Cell Antenna/Co-location
<input type="checkbox"/> Solar (Residential/Commercial)	<input type="checkbox"/> Temporary Use	<input type="checkbox"/> Solar Farm
<input type="checkbox"/> Other: _____		

Check applicable (solar use)

Roof-mounted: Collectors Shingles

Ground Mounted: # of Structures _____

Will there be tracking panels? Yes No

Brief Project Description: _____

Home Occupation Businesses must have a business license. Do you have a business license? Yes No

Scaled site plan and elevations drawings are required for structures and additional information per the respective sections of Santee’s Zoning Ordinance. Site plan may be prepared by the South Carolina registered land surveyor, or licensed landscape architect/engineer.

FOR ACCESSORY STRUCTURES (i.e. sheds under 200 square feet and fences) Provide photos of the development area showing the flagged locations of accessory structures for context and draw the location of accessory structure on a colored aerial photograph from Google, Bing, etc. Include the following language on the aerial photograph “I attest the accessory structures meet the town’s setbacks. I understand if the accessory structures do not meet the town’s setbacks or is one the adjacent property owner’s property I will have to move it immediately at my cost.” Sign and date below statement.

Building permits must be obtained with Orangeburg County Permits/ Inspections Department located in the basement of 1437 Amelia Street. Call 803.533.6173 for more information.

HOA Architectural Review Board/Committee Development Review/Approval

This section applies to development activities per the HOA’s Covenants, Conditions, & Restrictions (CCR). Please attach the architectural body’s approval application/signed and dated approval letter. Check the applicable HOA.

Bradford Village HOA

Santee National/Chapel Creek HOA

Center Pointe HOA

Chapel Branch Villas HOA

Somerset HOA

I attest to the best of my knowledge the information and attachment(s) provided are accurate. The proposed activity is not contrary to, is not prohibited by, and does not contradict any recorded covenant. Falsifying information shall result in the revocation of permit and stop work notice. The undersign understands all work must be completed by a licensed contractor with a Town of Santee business license. Subcontractors are required to have a Town of Santee business license.

Applicant Signature

Date

OFFICE USE ONLY:

Approval: Yes No

Conditional Use (Note Section): _____

Special Exception (Note Section): _____

Reviewed by Planning/Zoning Officer or Designee

Signature: _____

Date: _____

ZONING PERMIT FEES

Zoning Permit	\$65
Commercial/Industrial Zoning Permit Up to 5,000 square feet	\$150
Commercial/Industrial Zoning Permit Greater than 5,000 square feet	\$350
Site Plan Review Modifications after 1 st Review	2 nd \$50; 3 rd \$75; then \$100
Zoning Verification Letter	\$25
Residential & Commercial Roof/Ground Mounted Solar	\$65
Solar Farm	\$1,000 plus mailing cost and/or attorney fees
Cell Tower	2,000 plus mailing cost and/or attorney fees
Cell Tower Antenna/Equipment Replacement	\$200
Cell Tower Co-location Addition	\$365 plus mailing cost and/or attorney fees

SUBMISSION ATTACHEMENTS

SITE PLAN CONTENT

1. Preparer’s/Developer’s Block (name, business name, address, and phone).	2. For block (name of property owner/client).
3. Property boundaries (clearly delineated and labeled dimensions).	4. Street and easement(s) (label street and type of easement).
5. Location of drive, parking, loading and unloading area(s), and maneuverability layout within site.	
6. North arrow, date, and vicinity map (A color aerial photograph of the area substituted for vicinity map.)	
7. Tax map number and scale (engineering scale i.e. 1” = 40’).	8. Landscaping, lighting, open space, fencing, and signage.
9. Proposed and existing structures with dimensions and delineated setbacks.	10. Bodies of water, flood hazard areas, wetlands, and ditch(es).
11. Proposed surface covers (i.e. asphalt, concrete, grass, gravel, etc.).	12. Impervious surface/lot coverage (i.e. square footage or acre).
13. Contours in two (2) feet intervals with final grades (if any grading).	14. Detention/retention pond rain garden, etc.

SOLAR SUBMISSION CHECKLIST

<input type="checkbox"/> Site plan	<input type="checkbox"/> Interconnection utility agreement
<input type="checkbox"/> Sealed structural analysis (roof-mounted) by SC licensed engineer	<input type="checkbox"/> Sealed structural details with foundation plans (ground-mounted) by SC licensed engineer
<input type="checkbox"/> Construction and electrical/thermal plans	<input type="checkbox"/> Equipment specifications and cut sheets
<input type="checkbox"/> Elevation drawings	

APPLICABLE PERMITS

New construction, require:

- Evidence of paid water tap fee or service capacity letter from the Town of Santee’s Water Utility.
- Evidence of paid sewer tap fee or service capacity letter from the Town of Santee’s Water Utility.
- Stormwater: DHEC NPDES Permit (≥ 1AC) DHEC (≤ 1AC NOI) (*Subdivisions/Commercial/Industrial Uses*)
- Encroachment Permit (i.e. SCDOT, Orangeburg County Public Services Department)
- Flood Hazard Area Certification as defined by FEMA, *if applicable*
- Army Corp of Engineering Wetland Determination, *if applicable*
- Other Governmental Review/Permits _____

Expansion of existing Commercial/Industrial Use – building footprint, parking area, and other land disturbance

- Updated Stormwater Permit

Expansion of existing or additional driveway

- Copy of Encroachment Permit (SCDOT or Orangeburg County)