

Planning and Development Dept. - Permit Application Center

P.O. Box 11706, or 155 Johnston Street
Rock Hill, South Carolina 29731-1706
Phone: 803-329-5590
FAX: 803-329-7228 -- website: www.cityofrockhill.com



ADMINISTRATIVE ADJUSTMENT

Applicant Information - Please Print or Type

Requested on property located at: _____

Project Name (if applicable): _____

Tax Parcel #: _____ Property Zoned: _____

Property Owner Name: _____

TO THE OFFICE OF THE PLANNING AND DEVELOPMENT DIRECTOR:

I, the Owner/Applicant listed below, am requesting an administrative adjustment from provisions of the Rock Hill Zoning Ordinance as allowed in Section 2-300 (F). As referenced in Table 2-300(F), my request is for the following provision(s) of the Zoning Ordinance (*cite Section numbers and Code requirements*):

[Empty box for citing zoning provisions]

To describe the ADJUSTMENT being requested, attach additional information to support the application as necessary. Indicate the facts and the arguments to support your request, as required in Section 2-300(F)(4), including - but not limited to - the guidelines on the **checklist** on page 2, below.

I certify that all of the information presented by me in this application is accurate to the best of my knowledge, information and belief. I have read the instructions and all other information provided with the application packet.

Printed name of applicant

Owner listed above (if not applicant)

Mailing address

Mailing address

City, state, zip

City, state, zip

Phone number / Fax number / Email

Phone number / Fax number / Email

Signature of applicant

Signature of Owner (if not applicant)*

*If the applicant is not the owner of the property for which the appeal is being requested, indicate the owner's name and address and attach a notarized letter from the owner signifying Agreement and support of this application.

FOR OFFICE USE ONLY: Case #: _____ Date Filed: _____ Rec'd by: _____
Request Complete? _____ If no, Date of Return: _____
Action: Approved Approved w/ Conditions Not Approved
Date: _____ Action by: _____ Written Response: _____
Comments: _____

Checklist for Administrative Adjustments

Attach a physical survey or draw a site plan, to scale, describing the property and the requested *Administrative Adjustment*. Provide all appropriate dimensions; locate all existing and proposed buildings and structures, and provide their distance to the property lines, right-of-way, etc. Refer to the standards identified in the Zoning Code, Table 2-300(F), "*Standards Subject to Administrative Adjustments*." Administrative Adjustment shall be approved upon a finding the applicant demonstrates the standards are met.

Please consider the following key points about the Administrative Adjustment:

- (a) It is NOT inconsistent with the character of development in the surrounding area, and will not result in incompatible uses.
- (b) Any adverse impacts resulting from the Administrative Adjustment will be mitigated to the maximum extent practicable.
- (c) It is of a technical nature (i.e., relief from a dimensional or design standard), and is either:
 - 1. Required to compensate for some unusual aspect of the site or the proposed development that is not shared by landowners in general;
 - 2. Supporting an objective or goal from the purpose and intent statements of the zone district where located; or
 - 3. Proposed to save healthy existing trees.
- (d) It will not substantially interfere with the convenient and enjoyable use of adjacent lands, and will not pose a danger to the public health or safety.
- (e) If it is a requested change in the glazing standards for commercial and public and institutional uses or Large Retail establishments:
 - 1. The reduction in glazing is needed to address a unique circumstance related to building location, or unique topographic or physical feature;
 - 2. The development exceeds the minimum façade massing standards; and
 - 3. Additional architectural details are included on the façade to account for a decrease in glazing.
- (f) If it is a request in the OI, CC, CG, PD-C, and PD-MEC districts to change the location of off-street parking for commercial and public and institutional uses, or the location of off-street parking for any Large Retail establishment:
 - 1. The re-location of off-street parking is required to adjust for an unusual physical aspect or natural feature on the site that is not shared by other landowners in general, or is required due to the unusual physical design of the development's buildings;
 - 2. The re-location of the off-street parking is consistent with surrounding lands uses and development; and
 - 3. For lots within Old Town only, the re-location of the off-street parking is consistent with the development patterns of surrounding lands uses and development.
- (g) Adjustment to the minimum connectivity index score is allowable ONLY when it is demonstrated the landowner has attempted to develop a street design that complies with the connectivity index to the maximum extent practicable, but it reasonably impossible due to either:
 - 1. Topographical or environmental conditions; or
 - 2. The limited number of external connections to the site, and the physical features of the site.

Other points to remember:

- Development authorized by the Administrative Adjustment shall not be carried out until the applicant has secured all other permits required by this Ordinance or any other applicable provisions of the City.
- Issuance of an Administrative Adjustment shall authorize only the particular Administrative Adjustment that is approved in the permit and the adjustment, including any conditions, shall run with the land and not be affected by a change in ownership.
- Failure to begin and/or complete such development activity within the time limit specified shall void the Administrative Adjustment. Unless specified otherwise: a Building Permit or Certificate of Conformity (Section 2-300(P)) shall be obtained for the development approved by the permit within twelve (12) months from the date of approval, or the Administrative Adjustment shall expire and be void.