

**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](http://www.cityofrockhill.com)



**APPEAL DECISION OF PLANNING AND DEVELOPMENT DIRECTOR**

Any aggrieved party affected by a decision or interpretation of the Development Services Director may appeal such decision or interpretation to the ZBA (except those related to Section 3-500(B)(2), Historic Overlay (YH) District, Historic Properties, Certificates of Appropriateness, or Certificates of Hardship, which shall be appealed to the Board of Historic Review)

Please print or type the following information:

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Parcel(s): \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_

**Brief Description of Appeal (see checklist below for required detailed information):**

[Empty box for brief description of appeal]

**Checklist for Appeals:**

1. **Appeal Procedure**
  - a. Initiation: File a written Notice of Appeal within ten (10) business days of the date of the decision or interpretation with the Development Services
  - b. Contents of Appeal: Specify the grounds for the appeal, the improper decision or interpretation, the date of that decision or interpretation, and all supporting materials related to the decision.
  - c. Record: Upon receipt of the written Notice of Appeal, the staff shall transmit all the papers, documents, and other materials relating to the decision or interpretation appealed to the ZBA.
2. **Scheduling of Notice and Hearing:** The ZBA shall hear the appeal at its next regularly scheduled meeting, or as soon as is reasonably possible.
  - a. **Hearing and Decision by ZBA:** At the hearing, the person making the appeal may appear in person or by agent or attorney, and shall state the grounds for the appeal and identify any materials or evidence from the record to support the appeal. After the conclusion of the hearing, the ZBA shall affirm, partly affirm, modify, or reverse the decision or interpretation, based on the record, and the requirements and standards of this Ordinance.
3. **Effect of Appeal:** A pending appeal stays normally all proceedings in furtherance of the action appealed from, unless to stay would cause imminent peril to life or property.
4. **Appeal from ZBA:** A person having a substantial interest affected by a decision of the ZBA on appeal may appeal from the decision to the Circuit Court in and for York County, within thirty (30) days after the decision of the ZBA is mailed.

**FOR OFFICE USE ONLY:** Case #: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

Written Notice  Ground Identified  Date/Type of Decision Identified?  Ten Days?

Forms/Docs Attached?: \_\_\_\_\_

Record Complete?  Scheduled Hearing: \_\_\_\_\_  Public notice?

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_