

Planning and Development Dept. – Permit Application Center

P.O. Box 11706, or 155 Johnston St., Rock Hill, SC 29731-1706

Phone: 803-329-5590 Fax: 803-329-7228

www.cityofrockhill.com



ZONING PERMIT APPLICATION FOR ACCESSORY BUILDINGS

Use this application for any accessory structure (e.g., storage building or shed) that is 120 sq. ft. or less. - \$20 Permit Fee

Prior to installation of an accessory building, a zoning permit must be obtained to ensure it complies with the City’s zoning regulations. **The following information must be submitted with your application:**

- Scale drawing or picture of building** showing the materials to be used.
- Site plan drawn to scale or survey of property** showing the **location of the building with the property dimensions**, any existing buildings and their size, and any utility or other easements present on the property.
- Rendering or photographic image** of the proposed structure showing its proposed appearance and materials
- Homeowner’s Association or Architectural Review Board approval letter, if applicable**
- Certificate of Appropriateness for properties located in a historic district**

Most zoning permits can be issued over the counter; however, if plan review is required, allow 2 to 3 business days for review. **Please note that a final inspection is required after your accessory building is installed. The property lines are required to be marked at the time of the final inspection. Please call 803-329-5590 to schedule the final inspection.**

Property Address: _____ Subdivision: _____ Lot No.: _____

Property Owner: _____ Phone: _____ Email: _____

Property Owner Address: _____

Contractor/Applicant Name: _____ Phone: _____ Email: _____

Applicant Address: _____ City BL: _____

ACTIVITY DETAILS:

Primary use of the property (for example, single-family detached residence or office) _____

Type of accessory structure that is proposed (e.g., store building or shed): _____

Certain types of accessory structures are allowed only for certain types of primary uses. Staff can help you determine whether your proposed accessory structure is allowed for the associated primary structure.

SIZE:

Sq. Ft. of Accessory Structure: _____ Sq. Ft. of Any Existing Accessory Structures: _____

Size of Principal Structure: _____ Total Size of All Accessory Structures: _____

For structures accessory to single-family residential units, the combined floor area of all detached accessory structures must be no larger than 30% of the floor area of the principal structure or 600 feet, whichever is greater. However, if the property does not have a garage or carport, some additional square footage is allowed. Staff can help you determine whether this situation applies.

SETBACKS: State the closest distance from the exterior building wall to the following property lines as shown on your site plan:

Front: _____ Side [left]: _____ Side [right]: _____ Rear: _____

With a few limited exceptions for structures such as dumpster enclosures and solar installations, the setbacks for most types of accessory structures are as follows:

- If accessory structure is less than one-story tall, the structure must be located behind the front plane of the structure and at least 5 feet away from all property lines.
- Accessory structures taller than one story must be located behind the front plane of the primary structure and at least 10 feet away from all property lines.
- One story is defined as a floor-to-ceiling height of 12 feet or less.
- Additionally, accessory structures cannot be placed within any platted or recorded easement, or over any known utility, unless an encroachment permit is granted.

HEIGHT:

Height of accessory structure: _____ Is primary structure one or two stories? _____ Approximate height of primary structure? _____

Accessory structures cannot exceed the lesser of two stories or the height of the primary structure.

MATERIALS/DESIGN

Proposed materials type (roof, support structures (if visible to the outside), and walls): _____

When the primary use of the property is residential, metal is not an allowed material for storage buildings, equipment sheds, or carports except for architectural-grade roofing materials such as those that would be used on the roof of a residence. Pre-fabricated metal-roofed storage buildings, equipment sheds, and carports do not meet this standards.

When the primary use of the structure is non-residential, if the accessory structure is less than 500 square feet, corrugated or architectural-grade metal is allowed, provided that the storage building, equipment shed, or garage is screened with landscaping or is within a fenced outdoor storage area.

Staff can help you determine whether the Zoning Ordinance has other architectural design requirements for the particular type of structure.

UTILITIES: Accessory building will be served by:

Electric Public water Well Sewer Septic tank No utilities needed Other: _____

DEED RESTRICTIONS/COVENANTS:

Are there any recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested? For example, is there a mandatory architectural review or homeowner association approval required?

Yes No If yes, please describe restrictions: _____

Certifications

The applicant certifies information on this application is true and correct. If any information is false or misleading, the zoning permit shall be considered void. This permit shall expire six (6) months from approval date if a Building Permit is not obtained or no activity occurs. Applicant also attests that there are no recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested.

Applicant Signature: _____ Applicant Title: _____

(Contractor, Owner, Agent, etc.)

Applicant Printed Name: _____

Sworn to and subscribed before me on this _____ day of _____, 20 _____

Signature of Notary: _____

(Place Notarial Seal Here)

Notary Public for: _____

My commission expires: _____

FOR OFFICE USE ONLY: Date Filed: _____ [] Fee Paid/ Receipt#: _____ Action: [] Approved [] Not Approved

Is the proposed type of accessory structure allowed [] by right, [] by conditional use, or [] by special exception use?

If allowed by conditional use, does the proposed accessory structure meet all of the use-specific standards? _____

If allowed by special exception use, has the Zoning Board of Appeals approved the special exception request? _____ Case No. _____

Comments: _____

Planning & Development Director/Designee: _____ Date: _____