



PENDLETON SOUTH CAROLINA History, Hospitality & Happenings!

APPEALS APPLICATION FORM

An incomplete appeal or application shall be deemed only to give notice of intent to appeal or apply to the Board and shall not be reviewed or scheduled for hearings until brought to completion, per Section 503.3. Any appeal or application may be withdrawn upon written notice to the Board, but no appeal shall be withdrawn after posting of hearing notice and prior to Board action thereon without formal consent of the Board per Section 504.1.2.

SUBMITTAL

For Appeal applications, applicant must submit:

- 1) A completed application form with appeals applicant's signature.
2) The letter of refusal or denial that the applicant is seeking to appeal (issued by a government official), submitted within fifteen (15) days time after the decision has been made.
3) A written narrative describing and supporting the appeal request. It is advisable to cite sections of the Zoning Ordinance that support the appeal request.
4) Application Fee: \$20.00
5) Deadline is 30 days prior to next meeting for adequate time to advertise request.

Applicant(s) Name: _____

Address: _____

Phone number: _____ Email: _____

Applicant(s) Signature: _____

- Action Concerning: [] Applicant's property or property being occupied by applicant
[] Property adjacent to that occupied by applicant(s)
[] Other (state interest) _____

State the action of a government official being appealed and the reason for appeal. State the Section of the Code being appealed, if any: _____

*****OFFICE USE ONLY*****

Date received: _____ Fee Paid: _____ Receipt number: _____

Date Advertised: _____ Hearing Date: _____ Date Sign Posted: _____

TOWN STAFF RECOMMENDATION: APPROVED: _____ DENIED: _____

BOARD OF ZONING APPEALS DECISION: APPROVED: _____ DENIED: _____

Comments: _____
