

TOWN OF SEABROOK ISLAND

Planning Commission Regular Meeting

October 12, 2022 – 1:30PM

Town Hall, Council Chambers
2001 Seabrook Island Road
Seabrook Island, SC 29455



[Watch Live Stream \(YouTube\)](#)

Virtual Participation: Individuals who wish to participate in the meeting via Zoom may call (843) 7689121 or email kwatkins@townofseabrookisland.org for log-in information prior to the meeting.

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

1. Regular Meeting: June 8, 2022

{Pages 2-4}

OLD BUSINESS ITEMS

There are no old business items

NEW BUSINESS ITEMS

{Pages 5-19}

1. Ordinance 2022-06: An ordinance amending the Development Standards Ordinance for the Town of Seabrook Island, South Carolina; Appendix E, Fee Schedule; so as to amend the fee schedule for various application and service fees

ITEMS FOR INFORMATION / DISCUSSION

There are no items for information/discussion

ADJOURN

TOWN OF SEABROOK ISLAND

Planning Commission Regular Meeting

June 8, 2022

[Watch Live Stream \(YouTube\)](#)



MINUTES

Present: Stan Ullner (Chair), Wayne Billian (Vice Chair, Virtual), Jim Newton, Ken Otstot, Sharon Welch (Virtual), Joe Cronin (Town Administrator), Tyler Newman (Zoning Administrator), Katharine Watkins (Town Clerk)

Absent: None.

Guests: Matt Taylor

Chair Ullner called the meeting to order at 1:30PM.

APPROVAL OF MINUTES

1. Regular Meeting: March 9, 2022

Mr. Newton moved to approve the previous meeting minutes of March 9th; Mr. Otstot seconded. All voted in favor.

The previous meeting minutes of March 9th were approved.

OLD BUSINESS ITEMS

None.

NEW BUSINESS ITEMS

1. **Commercial Site Plan Review: 1001 Landfall Way (Unit B) Handicap Ramp & Deck Addition**

Zoning Administrator Newman summarized the request for the commission (copy from staff recommendation/memo)

Commissioners clarified the location of the ramp, and the deck extension is and the slope of the ADA ramp with regards to approval from Charleston County.

Commissioners discussed with the applicant on the timeline on the project and when the owners plan to open.

Mr. Otstot moved to approve the request for 1001 Landfall Way (Unit B) Handicap Ramp & Deck Addition per staff's recommendation; Ms. Welch seconded.

Mr. Newton moved to amend the previous motion to also waive the second review; Ms. Welch seconded.

A vote was taken on both motions; All voted in favor.

The request was approved.

2. Ordinance 2022-04: Enacting Ordinance

Town Administrator Cronin summarized the timeline thus far for the enactment of the Development Standards Ordinance (DSO) and Zoning Map.

Ms. Welch moved to recommend to adopt Ordinance 2022-04; Mr. Otstot seconded. All voted in favor.

Ordinance 2022-04 was approved to recommend to Council to adopt.

3. Draft Development Standards Ordinance (DSO)

Town Administrator summarized the amendments to the draft DSO and Zoning Map from Town Council.

A discussion was had household waste and debris section.

A discussion was had on the changes to Table 2.4 E with regards to current structures.

A discussion was had for the addition of the Agricultural (AGR) district.

A discussion was had on the definition of a vacation club unit vs a short-term rental.

A discussion was had on how many buildable lots are left within the Town of Seabrook Island.

A discussion was had on when a tree removal permit is needed and the costs for the permit.

A discussion was had on amendments to table 14-2, Site Plan Review Level.

A discussion was had on temporary use permit procedures.

A discussion was had on the amendments to the Map Amendments section.

A discussion was had on nonconforming buildings and structures section.

A discussion was had on Bradford Pear Trees.

Ms. Welch moved to recommend in favor of the draft DSO as presented to Council; Mr. Billian seconded. All voted in favor.

The draft DSO was approved to recommended to Council.

4. Draft Zoning Map

Town Administrator Cronin summarized the amendments to the draft zoning map.

A discussion was had on the zoning designations for the islands near Jenkins Point.

A discussion was had on the Camp St. Christopher Zoning District.

Ms. Welch moved to recommend approval of the zoning map to Council; Mr. Newton seconded. All voted in favor.

The draft zoning map was approved to recommend to Council.

ITEMS FOR INFORMATION / DISCUSSION

None.

ADJOURN

Mr. Otstot moved to adjourn the meeting; Mr. Newtown seconded. All voted in favor.

The meeting adjourned at 3:27PM.

Date: June 8, 2022

Prepared by: *Katharine E. Watkins*
Town Clerk/Treasurer

TOWN OF SEABROOK ISLAND

ORDINANCE NO. 2022-06

ADOPTED _____

AN ORDINANCE AMENDING THE DEVELOPMENT STANDARDS ORDINANCE FOR THE TOWN OF SEABROOK ISLAND, SOUTH CAROLINA; APPENDIX E, FEE SCHEDULE; SO AS TO AMEND THE FEE SCHEDULE FOR VARIOUS APPLICATION AND SERVICE FEES

WHEREAS, Appendix E to the Development Standards Ordinance for the Town of Seabrook Island (hereafter, the “DSO”) establishes a schedule of fees (hereafter, the “Fee Schedule”) for various activities which are subject to prior review and approval by the Town pursuant to the requirements of the DSO; and

WHEREAS, in reviewing and updating its Fee Schedule, the Mayor and Council considered the Town’s actual costs of providing such services, including, but not limited to: personnel, equipment, operating expenses, professional consultants, public meeting costs, public notice, supplies and transportation; and

WHEREAS, as part of the review process, the Town also reviewed the current fee schedules of Charleston County and neighboring municipalities; and

WHEREAS, the Mayor and Council for the Town of Seabrook Island believe that amending the Fee Schedule is in the best interest of the town and will provide for efficient and effective administration and enforcement of the requirements contained within the DSO; and

WHEREAS, as required by law, the Town of Seabrook Island Planning Commission reviewed the proposed amendments during a regularly scheduled meeting on October 12, 2022, at which time members of the Planning Commission recommended _____; and

WHEREAS, the Mayor and Council advertised and held a public hearing on the proposed amendments during a duly called meeting on October 25, 2022, with public input duly noted;

NOW, THEREFORE, pursuant to the authority granted by the Constitution and the General Assembly of the State of South Carolina, **BE IT ORDAINED BY THE MAYOR AND COUNCIL FOR THE TOWN OF SEABROOK ISLAND:**

SECTION 1. Amending Appendix E to the DSO. The Development Standards Ordinance for the Town of Seabrook Island, South Carolina; Appendix E, Fee Schedule; is hereby amended so as to repeal and replace the existing Appendix E in its entirety with a new Appendix E, a copy of which is attached hereto as “Exhibit A.” The attached “Exhibit A” is hereby adopted by reference as if fully set forth within this section.

SECTION 2. Severability.

If any part of this ordinance shall be deemed to be unconstitutional, unenforceable, or otherwise invalid by the final decision of a court of competent jurisdiction, it shall be construed to have been the legislative intent of Town Council to pass said ordinance without such unconstitutional provision, and the

validity of all remaining sections, subsections, paragraphs, clauses, or provisions of said ordinance shall not be affected thereby. If said ordinance, or any provision thereof, is held by the final decision of a court of competent jurisdiction to be inapplicable to any person, group of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property or circumstances.

SECTION 3. Conflicting Ordinances Repealed.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. Effective Date.

This ordinance shall be effective from and after January 1, 2023.

SIGNED AND SEALED this ___ day of _____, 2022, having been duly adopted by the Town Council for the Town of Seabrook Island on the ___ day of _____, 2022.

First Reading: September 27, 2022
Public Hearing: October 25, 2022
Second Reading: October 25, 2022

TOWN OF SEABROOK ISLAND

John Gregg, Mayor

ATTEST

Katharine E. Watkins, Town Clerk

Fee Schedule

**APPENDIX
E**

Town of Seabrook Island
Development Standards Ordinance



Fee Schedule

Table E-1. Fee Schedule	
Service	Fee Amount
Zoning Permit Fees (Including Site Plan Review)	
A. Residential Zoning Permit: Single-Family, Two-Family & Cluster Home Dwellings	
1. New Construction	Construction Value ¹ x 0.15% (Min. \$350.00)
2. Addition or Modification to Principal Structure	\$250.00
3. Renovation (No Change to Building Footprint)	
a. ≤ 50% Building Fair Market Value (Minor)	\$50.00
b. > 50% Building Fair Market Value (Major)	\$250.00
4. Minor Repairs & Maintenance ²	No Charge
5. Accessory Building, Structure or Site Improvement ³	
a. ≤ 150 Sq Ft	\$50.00
b. > 150 Sq Ft	\$150.00
6. Accessory Dwelling Unit	\$350.00
B. Residential Zoning Permit: Townhome & Multi-Family Dwellings	
1. New Construction	Construction Value ¹ x 0.15% (Min. \$500.00)
2. Addition or Modification to Principal Structure	
a. < 10% Current Floor Area (Max. 5,000 Sq Ft)	\$250.00
b. ≥ 10% Current Floor Area (Or 5,000+ Sq Ft)	\$400.00
3. Renovation (No Change to Building Footprint)	
a. Single-Unit Renovation (≤ 50% Building FMV)	\$50.00
b. ≤ 50% Building Fair Market Value (Minor)	\$250.00
c. > 50% Building Fair Market Value (Major)	\$400.00
4. Minor Repairs & Maintenance ²	No Charge
5. Accessory Building, Structure or Site Improvement ³	
a. Single-Unit Accessory Structure (≤ 150 Sq Ft)	\$50.00
b. Single-Unit Accessory Structure (151-600 Sq Ft)	\$150.00
c. ≤ 600 Sq Ft (Administrative Review)	\$250.00
d. > 600 Sq Ft (Planning Commission Review)	\$400.00
6. Parking Lot Construction / Expansion (No Building)	\$400.00
C. Non-Residential Zoning Permit	
1. New Construction	Construction Value ¹ x 0.15% (Min. \$500.00)
2. Addition or Modification to Principal Structure	
a. < 10% Current Floor Area (Max. 5,000 Sq Ft)	\$250.00
b. ≥ 10% Current Floor Area (Or 5,000+ Sq Ft)	\$400.00
3. Renovation/Upfit (No Change to Building Footprint)	
a. ≤ 50% Building Fair Market Value (Minor)	\$250.00
b. > 50% Building Fair Market Value (Major)	\$400.00
4. Minor Repairs & Maintenance ²	No Charge
5. Accessory Building, Structure or Site Improvement ³	
a. ≤ 600 Sq Ft (Administrative Review)	\$250.00
b. > 600 Sq Ft (Planning Commission Review)	\$400.00
6. Parking Lot Construction / Expansion (No Building)	\$400.00
7. Wireless Communication Towers and Antennae	
a. New Wireless Communications Tower	\$2,500.00
b. New/Replacement Antenna Installation	\$250.00

Table E-1. Fee Schedule	
D. Change of Use / Occupancy Permit	
1. Change of Use / Occupancy Permit	\$100.00
E. Home Occupation Permit	
1. Home Occupation Permit	\$50.00
F. Short-Term Rental Permit	
1. Short-Term Rental Permit - New	\$450.00
2. Short-Term Rental Permit - Renewal	\$450.00
3. Modification of Existing Short-Term Rental Permit	
a. Change of Owner, Agent or Local Contact	\$25.00
b. All Other Modifications	\$100.00
4. Reinstatement of Suspended Short-Term Rental Permit	\$225.00
5. Late Application Fee (If Received After Renewal Deadline or Commenced Renting Prior to Issuance)	
a. ≤ 31 Days Late	Permit Fee + \$150.00
b. 32-61 Days Late	Permit Fee + \$300.00
c. > 61 Days Late	Permit Fee + \$450.00
G. Temporary Use Permit	
1. Uses, Events & Activities ≤ 10 Days in Duration	\$50.00
2. Uses, Events & Activities > 10 Days in Duration	\$100.00
3. Permit Renewal (Administrative Review)	\$25.00
H. Sign Permit	
1. Freestanding Sign	\$100.00
2. Building Sign (Awning, Door, Wall, Window, etc.)	\$50.00
3. Reface or Repair of Existing Sign	\$30.00
4. Temporary Sign	\$15.00
I. Tree Removal Permits	
1. Protected Tree Removal Permit	\$50.00 Per Tree
2. Post Facto Tree Removal Permit	\$500.00 Per Tree
3. Payment in Lieu of Mitigation	150% of Actual Replacement Cost of the Species to be Removed (Min. 6" Caliper)
J. Post Facto Surcharge	
A "Post Facto Surcharge" equal to 100% of the permit amount shall be assessed in instances where work has commenced prior to obtaining a required permit. This surcharge shall be in addition to any other fines penalties which may be assessed, if applicable. The surcharge shall not apply to Short-Term Rental Permits, which are subject to the Late Application Fee, or Tree Removal Permits, which are subject to a separate post facto fee.	
Building Permit and Inspection Fees	
A. Building Permits & Inspections (Charleston County)	
Pursuant to Section 6-2 of the Town Code, all fees imposed by Charleston County for permitting and inspection services are adopted by reference and shall be paid directly to the County.	
Subdivision Plat Review and Recording Fees	
A. Plat Review Fees	
1. Exempt Plat	\$75.00
2. Preliminary Plat	
a. Minor Subdivision (≤ 10 Lots)	\$500.00
b. Major Subdivision (> 10 Lots)	\$500.00 + \$20.00 Per Lot
3. Final Plat	
a. Minor Subdivision (≤ 10 Lots)	\$250.00

Table E-1. Fee Schedule	
b. Major Subdivision (> 10 Lots)	\$250.00 + \$10.00 Per Lot
B. Recording Fees	
1. Plat Recording Fee	\$100.00 + \$25.00 Per Page
Boundary, Map and Text Amendment Fees	
A. Boundary Amendments	
1. Application for Annexation	\$250.00
B. Map Amendments (Rezoning)	
1. Application for Rezoning / Zoning Upon Annexation	
a. CP Zoning Designation	No Charge
b. All Zoning Designations Except CP and MU	\$350.00
c. MU Zoning Designation	\$1,500.00
Board and Commission Review Fees	
A. Board of Zoning Appeals	
1. Application for Appeal of Administrative Decision	\$250.00 ⁴
2. Application for Special Exception	\$500.00
3. Application for Variance	\$500.00
B. Planning Commission	
1. Application for Address Change	\$50.00
2. Application for Appeal of Administrative Decision	\$250.00 ⁴
3. Application for Encroachment Permit (Curb Cut)	
a. New Curb Cut	\$500.00
b. Modification of Existing Curb Cut	\$250.00
4. Application for Street Name Change	\$250.00
Other Services	
A. Copies (Printed)	
1. Comprehensive Plan (Color Copy)	\$25.00
2. Development Standards Ordinance (Color Copy)	\$65.00
3. Zoning Map (Large Color Copy)	\$35.00
4. Standard Copies: Black & White	
a. 8.5 inches x 11 inches	\$0.10 Per Page
b. 11 inches x 17 inches	\$0.20 Per Page
5. Standard Copies: Color	
a. 8.5 inches x 11 inches	\$0.25 Per Page
b. 11 inches x 17 inches	\$0.50 Per Page
B. Field Verification Fee	
1. At the Zoning Administrator's discretion, a field verification fee may be charged in lieu of submitting a property survey in instances when the Zoning Administrator reasonably believes that compliance may be determined by field verification.	\$75.00 Per Hour (One Hour Minimum)
C. Outside Professional Services & Consultants	
1. The Zoning Administrator may engage outside professional service providers and consultants (such as architects, attorneys, engineers and other professionals) when such services are deemed necessary to review or evaluate an application or request.	Actual Cost + 10% Administrative Fee
D. Verification Letters	
1. Flood Zone Verification Letter	\$35.00
2. Zoning District Verification Letter	\$35.00

- ¹ The valuation of any proposed construction will be based on the greater of the following: 1) the actual contract price indicated on the permit application or 2) the value calculated using the most recent "Square Foot Construction Cost Table," as published by the International Code Council (ICC).
- ² For purposes of this fee schedule, "minor repairs and maintenance" generally includes service, repairs, and maintenance to existing structures and building systems. (A zoning permit will generally be required for all new installations, modifications and replacements of such structures and systems.)
- ³ For purposes of this fee schedule, "accessory building, structure or site improvement" includes the following:
- Air conditioning and mechanical equipment (including associated stands);
 - Awnings;
 - Boardwalks and walkovers;
 - Detached garages and carports;
 - Docks;
 - Driveways and walkways;
 - Elevators and lifts;
 - Equipment stands;
 - Fences and walls (including retaining walls);
 - Fire pits;
 - Generators;
 - Outdoor showers;
 - Patios;
 - Playgrounds and play systems;
 - Propane tanks (above and below ground);
 - Ramps;
 - Sheds;
 - Swimming pools and spas;
 - Uncovered decks, stairways and stoops; and
 - Similar structures which are customarily incidental and subordinate to a principal building and located on the same lot as the principal building or use.
- ⁴ The application fee for the appeal of an administrative decision shall be refundable if the appeal is successful.

TOWN OF SEABROOK ISLAND

ORDINANCE NO. 2022-06

ADOPTED _____

AN ORDINANCE AMENDING THE DEVELOPMENT STANDARDS ORDINANCE FOR THE TOWN OF SEABROOK ISLAND, SOUTH CAROLINA; APPENDIX E, FEE SCHEDULE; SO AS TO AMEND THE FEE SCHEDULE FOR VARIOUS APPLICATION AND SERVICE FEES

WHEREAS, Appendix E to the Development Standards Ordinance for the Town of Seabrook Island (hereafter, the “DSO”) establishes a schedule of fees (hereafter, the “Fee Schedule”) for various activities which are subject to prior review and approval by the Town pursuant to the requirements of the DSO; and

WHEREAS, in reviewing and updating its Fee Schedule, the Mayor and Council considered the Town’s actual costs of providing such services, including, but not limited to: personnel, equipment, operating expenses, professional consultants, public meeting costs, public notice, supplies and transportation; and

WHEREAS, as part of the review process, the Town also reviewed the current fee schedules of Charleston County and neighboring municipalities; and

WHEREAS, the Mayor and Council for the Town of Seabrook Island believe that amending the Fee Schedule is in the best interest of the town and will provide for efficient and effective administration and enforcement of the requirements contained within the DSO; and

WHEREAS, as required by law, the Town of Seabrook Island Planning Commission reviewed the proposed amendments during a regularly scheduled meeting on October 12, 2022, at which time members of the Planning Commission recommended _____; and

WHEREAS, the Mayor and Council advertised and held a public hearing on the proposed amendments during a duly called meeting on October 25, 2022, with public input duly noted;

NOW, THEREFORE, pursuant to the authority granted by the Constitution and the General Assembly of the State of South Carolina, **BE IT ORDAINED BY THE MAYOR AND COUNCIL FOR THE TOWN OF SEABROOK ISLAND:**

SECTION 1. Amending Appendix E to the DSO. The Development Standards Ordinance for the Town of Seabrook Island, South Carolina; Appendix E, Fee Schedule; is hereby amended so as to repeal and replace the existing Appendix E in its entirety with a new Appendix E, a copy of which is attached hereto as “Exhibit A.” The attached “Exhibit A” is hereby adopted by reference as if fully set forth within this section.

SECTION 2. Severability.

If any part of this ordinance shall be deemed to be unconstitutional, unenforceable, or otherwise invalid by the final decision of a court of competent jurisdiction, it shall be construed to have been the legislative intent of Town Council to pass said ordinance without such unconstitutional provision, and the

validity of all remaining sections, subsections, paragraphs, clauses, or provisions of said ordinance shall not be affected thereby. If said ordinance, or any provision thereof, is held by the final decision of a court of competent jurisdiction to be inapplicable to any person, group of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property or circumstances.

SECTION 3. Conflicting Ordinances Repealed.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. Effective Date.

This ordinance shall be effective from and after January 1, 2023.

SIGNED AND SEALED this ___ day of _____, 2022, having been duly adopted by the Town Council for the Town of Seabrook Island on the ___ day of _____, 2022.

First Reading:
Public Hearing:
Second Reading:

TOWN OF SEABROOK ISLAND

John Gregg, Mayor

ATTEST

Katharine E. Watkins, Town Clerk

Fee Schedule

**APPENDIX
E**

Town of Seabrook Island
Development Standards Ordinance



Fee Schedule

Table E-1. Fee Schedule	
Service	Fee Amount
Zoning Permit Fees (Including Site Plan Review)	
A. Residential Zoning Permit: Single-Family, DuplexTwo-Family & Cluster Home Dwellings	
1. New Construction	\$200.00 <u>Construction Value¹ x 0.15%</u> (Min. \$350.00)
2. Addition <u>or Modification to Principal Structure</u>	\$150.00 <u>\$250.00</u>
3. <u>Renovation (No Change to Building Footprint)</u>	
a. <u>≤ 50% Building Fair Market Value (Minor)Major Renovation (> 50% Fair Market Value)</u>	\$200.00 <u>\$50.00</u>
b. <u>> 50% Building Fair Market Value (Major)Minor Renovation (≤ 50% Fair Market Value)</u>	\$25.00 <u>\$250.00</u>
4. Minor Repairs & Maintenance ²⁺	No Charge
5. <u>Accessory Building, Structure or Site Improvement</u> ³²	
a. <u>≤ 150 Sq Ft</u>	<u>\$50.00</u>
b. <u>> 150 Sq Ft</u>	<u>\$150.00</u>
6. <u>Accessory Dwelling Unit</u>	<u>\$350.00</u>
B. Residential Zoning Permit: Townhome & Multi-Family Dwellings	
1. New Construction	\$350.00 <u>Construction Value¹ x 0.15%</u> (Min. \$500.00)
2. Addition <u>or Modification to Principal Structure</u>	\$250.00
a. <u>< 10% Current Floor Area (Max. 5,000 Sq Ft)</u>	<u>\$250.00</u>
b. <u>≥ 10% Current Floor Area (Or 5,000+ Sq Ft)</u>	<u>\$400.00</u>
3. Major <u>Renovation (No Change to Building Footprint) (> 50% Fair Market Value)</u>	
a. <u>Single-Unit Renovation (≤ 50% Building FMV)</u>	<u>\$50.00</u>
a-b. <u>≤ 50% Building Fair Market Value (Minor)Administrative Review Only</u>	<u>\$250.00</u>
b-c. <u>> 50% Building Fair Market Value (Major)Planning Commission Review</u>	\$350.00 <u>\$400.00</u>
4. Minor Renovation (≤ 50% Fair Market Value)	
a. Administrative Review Only	\$25.00
b. Planning Commission Review	\$150.00
5. 4. Minor Repairs & Maintenance ²⁺	No Charge
5. <u>Accessory Building, Structure or Site Improvement</u> ³²	
a. <u>Single-Unit Accessory Structure (≤ 150 Sq Ft)</u>	<u>\$50.00</u>
b. <u>Single-Unit Accessory Structure (151-600 Sq Ft)</u>	<u>\$150.00</u>
c. <u>≤ 600 Sq Ft (Administrative Review)</u>	<u>\$250.00</u>
d. <u>> 600 Sq Ft (Planning Commission Review)</u>	<u>\$400.00</u>
6. <u>Parking Lot Construction / Expansion (No Building)</u>	<u>\$400.00</u>
C. Non-Residential Zoning Permit	
1. New Construction	\$350.00 <u>Construction Value¹ x 0.15%</u> (Min. \$500.00)
2. Addition <u>or Modification to Principal Structure</u>	\$250.00
a. <u>< 10% Current Floor Area (Max. 5,000 Sq Ft)</u>	<u>\$250.00</u>

Table E-1. Fee Schedule	
b. <u>≥ 10% Current Floor Area (Or 5,000+ Sq Ft)</u>	<u>\$400.00</u>
3. <u>Major Renovation/Upfit (No Change to Building Footprint) (> 50% Fair Market Value)</u>	
a. <u>≤ 50% Building Fair Market Value (Minor) Administrative Review Only</u>	\$250.00 <u>\$250.00</u>
b. <u>> 50% Building Fair Market Value (Major) Planning Commission Review</u>	\$350.00 <u>\$400.00</u>
4. <u>Minor Renovation/Upfit (≤ 50% Fair Market Value)</u>	
a. <u>Administrative Review Only</u>	\$25.00
b. <u>Planning Commission Review</u>	\$150.00
5.4. <u>Minor Repairs & Maintenance</u> ²¹	No Charge
5. <u>Accessory Building, Structure or Site Improvement</u> ³²	
a. <u>≤ 600 Sq Ft (Administrative Review)</u>	<u>\$250.00</u>
b. <u>> 600 Sq Ft (Planning Commission Review)</u>	<u>\$400.00</u>
6. <u>Parking Lot Construction / Expansion (No Building)</u>	<u>\$400.00</u>
6.7. <u>Wireless Communication Towers and Antennae</u>	
a. <u>New Wireless Communications Tower</u>	\$1,000.00 <u>\$2,500.00</u>
b. <u>New/Replacement Antenna Installation</u>	\$100.00 <u>\$250.00</u>
D. Accessory Use / Structure Permit	
1. <u>HVAC equipment and associated stands; generator equipment and associated stands; uncovered decks; patios and steps; boardwalks and docks; driveways and walkways; swimming pools and spas; fire pits; retaining walls; fences; propane tanks; and similar structures.</u>	<u>\$50.00</u>
E.D. Change of Use / Occupancy Permit	
1. <u>Change of Use / Occupancy Permit</u>	\$50.00 <u>\$100.00</u>
F.E. Home Occupation Permit	
1. <u>Home Occupation Permit</u>	\$25.00 <u>\$50.00</u>
G.F. Short-Term Rental Permit	
1. <u>Short-Term Rental Permit - New</u>	\$250.00 <u>\$450.00</u>
2. <u>Short-Term Rental Permit - Renewal</u>	\$250.00 <u>\$450.00</u>
3. <u>Modification of Existing Short-Term Rental Permit</u>	
a. <u>Change of Owner, Agent or Local Contact</u>	<u>\$25.00</u>
b. <u>All Other Modifications</u>	<u>\$100.00</u>
4. <u>Reinstatement of Suspended Short-Term Rental Permit</u>	\$125.00 <u>\$225.00</u>
5. <u>Late Application Fee (If Received After Renewal Deadline or Commenced Renting Prior to Issuance)</u>	\$100.00
a. <u>≤ 31 Days Late</u>	<u>Permit Fee + \$150.00</u>
b. <u>32-61 Days Late</u>	<u>Permit Fee + \$300.00</u>
c. <u>> 61 Days Late</u>	<u>Permit Fee + \$450.00</u>
H.G. Temporary Use Permit	
1. <u>Uses, Events & Activities ≤ 10 Days in Duration</u>	\$35.00 <u>\$50.00</u>
2. <u>Uses, Events & Activities > 10 Days in Duration</u>	<u>\$100.00</u>
3. <u>Temporary Use Permit Renewal (Administrative Review)</u>	\$35.00 <u>\$25.00</u>
I.H. Sign Permit	
1. <u>Freestanding Sign</u>	\$20.00 <u>+\$1.00 Per Sq. Foot</u> <u>\$100.00</u>
2. <u>Building Sign (Awning, Door, Wall, Window, etc.)</u>	\$20.00 <u>\$50.00</u>

Table E-1. Fee Schedule	
3. Reface or Repair of Existing Sign	\$20.00 <u>\$30.00</u>
4. Temporary Sign	\$10.00 <u>\$15.00</u>
J.I. Tree Removal Permits	
1. Protected Tree Removal Permit	\$25.00 <u>\$50.00</u> Per Tree
2. Post Facto Tree Removal Permit	\$250.00 <u>\$500.00</u> Per Tree
3. <u>Payment in Lieu of Mitigation</u>	<u>150% of Actual Replacement Cost of the Species to be Removed (Min. 6" Caliper)</u>
K.J. Post Facto Surcharge	
A "Post Facto Surcharge" equal to 100% of the permit amount shall be assessed in instances where work has commenced prior to obtaining a required permit. This surcharge shall be in addition to any other fines penalties which may be assessed, if applicable. The surcharge shall not apply to Short-Term Rental Permits, which are subject to the Late Application Fee, or Tree Removal Permits, which are subject to a separate post facto fee.	
Building Permit and Inspection Fees	
A. Building Permits & Inspections (Charleston County)	
Pursuant to Section 6-2 of the Town Code, all fees imposed by Charleston County for permitting and inspection services are adopted by reference and shall be paid directly to the County.	
Subdivision Plat Review and Recording Fees	
A. Plat Review Fees	
1. Exempt Plat	\$50.00 <u>\$75.00</u>
2. Preliminary Plat	
a. Minor Subdivision (\leq 10 Lots)	\$300.00 <u>\$500.00</u>
b. Major Subdivision ($>$ 10 Lots)	\$300.00 <u>\$500.00</u> + \$10.00 <u>\$20.00</u> Per Lot
3. Final Plat	
a. Minor Subdivision (\leq 10 Lots)	\$150.00 <u>\$250.00</u>
b. Major Subdivision ($>$ 10 Lots)	\$150.00 <u>\$250.00</u> + \$10.00 Per Lot
B. Recording Fees	
1. Plat Recording Fee	\$100.00 + \$25.00 Per Page
Boundary, Map and Text Amendment Fees	
A. Boundary Amendments	
1. Application for Annexation	<u>\$250.00</u>
a. CP Zoning Designation	No Charge
b. All Zoning Designations Except CP and MU	\$250.00
c. MU Zoning Designation	\$1,250.00 + \$10.00 Per Acre
B. Map Amendments (Rezoning)	
1. Application for Rezoning <u>/ Zoning Upon Annexation</u>	
a. CP Zoning Designation	No Charge
b. All Zoning Designations Except CP and MU	\$250.00 <u>\$350.00</u>
c. MU Zoning Designation	\$1,250.00 <u>\$1,500.00</u> + \$10.00 <u>Per Acre</u>
Board and Commission Review Fees Commission Review Fees	
A. Board of Zoning Appeals	
1. Application for Appeal of Administrative Decision	\$150.00 <u>\$250.00</u> ⁴
2. Application for Special Exception	\$300.00 <u>\$500.00</u>
3. Application for Variance	\$300.00 <u>\$500.00</u>
B. Planning Commission	

Table E-1. Fee Schedule	
1. Application for Address Change	\$25.00 \$50.00
2. Application for Appeal of Administrative Decision	\$150.00 \$250.00 ⁴
3. Application for Encroachment Permit (Curb Cut)	
a. New Curb Cut	\$500.00
b. Modification of Existing Curb Cut	\$250.00
4. Application for Lot Variance	\$150.00
5.4. Application for Street Name Change	\$150.00 + \$25.00 Per Address \$250.00
Other Services	
A. Copies (Printed)	
1. Comprehensive Plan (<u>Color Copy</u>)	\$25.00
2. Development Standards Ordinance (<u>Color Copy</u>)	\$25.00 \$65.00
3. Zoning Map (Large <u>Color Copy</u>)	\$25.00 \$35.00
4. <u>Standard Copies: Black & White-Copies</u>	
a. 8.5 inches x 11 inches	\$0.10 Per Page
b. 11 inches x 17 inches	\$0.20 Per Page
5. <u>Standard Copies: Color-Copies</u>	
a. 8.5 inches x 11 inches	\$0.25 Per Page
b. 11 inches x 17 inches	\$0.50 Per Page
B. Field Verification Fee	
1. At the Zoning Administrator's discretion, a field verification fee may be charged in lieu of submitting a property survey in instances when the Zoning Administrator reasonably believes that compliance may be determined by field verification.	\$75.00 <u>Per Hour</u> <u>(One Hour Minimum)</u>
C. Outside Professional Services & Consultants	
1. The Zoning Administrator may engage outside professional service providers and consultants (such as architects, attorneys, engineers and other professionals) when such services are deemed necessary to review or evaluate an application or request.	Actual Cost + 10% Administrative Fee
D. Verification Letters	
1. Flood Zone Verification Letter	\$20.00 \$35.00
2. Zoning District Verification Letter	\$20.00 \$35.00

¹ The valuation of any proposed construction will be based on the greater of the following: 1) the actual contract price indicated on the permit application or 2) the value calculated using the most recent "Square Foot Construction Cost Table," as published by the International Code Council (ICC).

² For purposes of this fee schedule, "minor repairs and maintenance" generally includes service, repairs, and maintenance to existing structures and building systems. (A zoning permit will generally be required for all new installations, modifications and replacements of such structures and systems.)

³ For purposes of this fee schedule, "accessory building, structure or site improvement" includes the following:

- Air conditioning and mechanical equipment (including associated stands);
- Awnings;
- Boardwalks and walkovers;
- Detached garages and carports;
- Docks;
- Driveways and walkways;
- Elevators and lifts;
- Equipment stands;

- Fences and walls (including retaining walls);
- Fire pits;
- Generators;
- Outdoor showers;
- Patios;
- Playgrounds and play systems;
- Propane tanks (above and below ground);
- Ramps;
- Sheds;
- Swimming pools and spas;
- Uncovered decks, stairways and stoops; and
- Similar structures which are customarily incidental and subordinate to a principal building and located on the same lot as the principal building or use.

⁷⁴ The application fee for the appeal of an administrative decision shall be refundable if the appeal is successful.