

**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**

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**APPENDIX  
E**

**Town of Seabrook Island**  
Development Standards Ordinance



## Fee Schedule

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

<b>Table E-1. Fee Schedule</b>	
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) (&gt; 50% Fair Market Value)</u>	
a. <u>≤ 50% Building Fair Market Value (Minor) Administrative Review Only</u>	<del>\$250.00</del> <u>\$250.00</u>
b. <u>&gt; 50% Building Fair Market Value (Major) Planning Commission Review</u>	<del>\$350.00</del> <u>\$400.00</u>
4. <u>Minor Renovation/Upfit (≤ 50% Fair Market Value)</u>	
a. <u>Administrative Review Only</u>	<del>\$25.00</del>
b. <u>Planning Commission Review</u>	<del>\$150.00</del>
5.4. <u>Minor Repairs &amp; Maintenance</u> <sup>21</sup>	No Charge
5. <u>Accessory Building, Structure or Site Improvement</u> <sup>32</sup>	
a. <u>≤ 600 Sq Ft (Administrative Review)</u>	<u>\$250.00</u>
b. <u>&gt; 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>	<del>\$1,000.00</del> <u>\$2,500.00</u>
b. <u>New/Replacement Antenna Installation</u>	<del>\$100.00</del> <u>\$250.00</u>
<b>D. Accessory Use / Structure Permit</b>	
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>
<b>E.D. Change of Use / Occupancy Permit</b>	
1. <u>Change of Use / Occupancy Permit</u>	<del>\$50.00</del> <u>\$100.00</u>
<b>F.E. Home Occupation Permit</b>	
1. <u>Home Occupation Permit</u>	<del>\$25.00</del> <u>\$50.00</u>
<b>G.F. Short-Term Rental Permit</b>	
1. <u>Short-Term Rental Permit - New</u>	<del>\$250.00</del> <u>\$450.00</u>
2. <u>Short-Term Rental Permit - Renewal</u>	<del>\$250.00</del> <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>	<del>\$125.00</del> <u>\$225.00</u>
5. <u>Late Application Fee (If Received After Renewal Deadline or Commenced Renting Prior to Issuance)</u>	<del>\$100.00</del>
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>&gt; 61 Days Late</u>	<u>Permit Fee + \$450.00</u>
<b>H.G. Temporary Use Permit</b>	
1. <u>Uses, Events &amp; Activities ≤ 10 Days in Duration</u>	<del>\$35.00</del> <u>\$50.00</u>
2. <u>Uses, Events &amp; Activities &gt; 10 Days in Duration</u>	<u>\$100.00</u>
3. <u>Temporary Use Permit Renewal (Administrative Review)</u>	<del>\$35.00</del> <u>\$25.00</u>
<b>I.H. Sign Permit</b>	
1. <u>Freestanding Sign</u>	<del>\$20.00</del> <u>+\$1.00 Per Sq. Foot</u> <u>\$100.00</u>
2. <u>Building Sign (Awning, Door, Wall, Window, etc.)</u>	<del>\$20.00</del> <u>\$50.00</u>

<b>Table E-1. Fee Schedule</b>	
3. Reface or Repair of Existing Sign	<del>\$20.00</del> <u>\$30.00</u>
4. Temporary Sign	<del>\$10.00</del> <u>\$15.00</u>
<b>J.I. Tree Removal Permits</b>	
1. Protected Tree Removal Permit	<del>\$25.00</del> <u>\$50.00</u> Per Tree
2. Post Facto Tree Removal Permit	<del>\$250.00</del> <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>
<b>K.J. Post Facto Surcharge</b>	
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.	
<b>Building Permit and Inspection Fees</b>	
<b>A. Building Permits &amp; Inspections (Charleston County)</b>	
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.	
<b>Subdivision Plat Review and Recording Fees</b>	
<b>A. Plat Review Fees</b>	
1. Exempt Plat	<del>\$50.00</del> <u>\$75.00</u>
2. Preliminary Plat	
a. Minor Subdivision ( $\leq$ 10 Lots)	<del>\$300.00</del> <u>\$500.00</u>
b. Major Subdivision ( $>$ 10 Lots)	<del>\$300.00</del> <u>\$500.00</u> + <del>\$10.00</del> <u>\$20.00</u> Per Lot
3. Final Plat	
a. Minor Subdivision ( $\leq$ 10 Lots)	<del>\$150.00</del> <u>\$250.00</u>
b. Major Subdivision ( $>$ 10 Lots)	<del>\$150.00</del> <u>\$250.00</u> + \$10.00 Per Lot
<b>B. Recording Fees</b>	
1. Plat Recording Fee	\$100.00 + \$25.00 Per Page
<b>Boundary, Map and Text Amendment Fees</b>	
<b>A. Boundary Amendments</b>	
1. Application for Annexation	<u>\$250.00</u>
a. <del>CP Zoning Designation</del>	<del>No Charge</del>
b. <del>All Zoning Designations Except CP and MU</del>	<del>\$250.00</del>
c. <del>MU Zoning Designation</del>	<del>\$1,250.00 + \$10.00 Per Acre</del>
<b>B. Map Amendments (Rezoning)</b>	
1. Application for Rezoning <u>/ Zoning Upon Annexation</u>	
a. CP Zoning Designation	No Charge
b. All Zoning Designations Except CP and MU	<del>\$250.00</del> <u>\$350.00</u>
c. MU Zoning Designation	<del>\$1,250.00</del> <u>\$1,500.00</u> + <del>\$10.00</del> <u>Per Acre</u>
<b>Board and Commission Review Fees Commission Review Fees</b>	
<b>A. Board of Zoning Appeals</b>	
1. Application for Appeal of Administrative Decision	<del>\$150.00</del> <u>\$250.00</u> <sup>4</sup>
2. Application for Special Exception	<del>\$300.00</del> <u>\$500.00</u>
3. Application for Variance	<del>\$300.00</del> <u>\$500.00</u>
<b>B. Planning Commission</b>	

<b>Table E-1. Fee Schedule</b>	
1. Application for Address Change	<del>\$25.00</del> \$50.00
2. Application for Appeal of Administrative Decision	<del>\$150.00</del> \$250.00 <sup>4</sup>
3. Application for Encroachment Permit (Curb Cut)	
a. New Curb Cut	\$500.00
b. Modification of Existing Curb Cut	\$250.00
<del>4. Application for Lot Variance</del>	<del>\$150.00</del>
<del>5.4. Application for Street Name Change</del>	<del>\$150.00 + \$25.00 Per Address</del> \$250.00
<b>Other Services</b>	
<b>A. Copies (Printed)</b>	
1. Comprehensive Plan ( <u>Color Copy</u> )	\$25.00
2. Development Standards Ordinance ( <u>Color Copy</u> )	<del>\$25.00</del> \$65.00
3. Zoning Map (Large <u>Color Copy</u> )	<del>\$25.00</del> \$35.00
4. <u>Standard Copies: Black &amp; 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>B. Field Verification Fee</b>	
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>
<b>C. Outside Professional Services &amp; Consultants</b>	
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
<b>D. Verification Letters</b>	
1. Flood Zone Verification Letter	<del>\$20.00</del> \$35.00
2. Zoning District Verification Letter	<del>\$20.00</del> \$35.00

<sup>1</sup> 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).

<sup>2</sup> 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.)

<sup>3</sup> 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.

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