



TOWN OF SEABROOK ISLAND

2001 Seabrook Island Road
Seabrook Island, SC 29455
(843) 768-9121

Temporary Use Permit Application

1. PROPERTY INFORMATION				
Property Address				
Tax Map Number		Block #		Lot #
Is this property subject to private restrictions or covenants? (eg. SIPOA and/or Regime)				<input type="checkbox"/> Yes <input type="checkbox"/> No

2. APPLICANT INFORMATION	
Please provide information regarding the individual(s) who is (are) submitting the Zoning Permit Application.	
Applicant Name(s)	
Applicant Address	
Applicant Phone Number	
Applicant Email Address	
If the Applicant is <u>NOT</u> an owner of the property, what is the relationship to the Property Owner(s)?	

3. PROPERTY OWNER INFORMATION	
If the Applicant(s) is (are) <u>NOT</u> the Property Owner(s), please provide information for the Property Owner(s).	
Property Owner Name(s)	
Property Owner Address	
Property Owner Phone Number	
Property Owner Email Address	

4. EVENT COMPANY INFORMATION	
Please provide information regarding the Event Company, if applicable.	
Event Company Name	
Event Company Address	
Event Company Phone Number	
Event Company Email Address	

5. Please provide a brief description of the request (event dates/times, how parking will be handled, are there any temporary structures, etc.)	

6. CERTIFICATION			
Under penalty of perjury, I (we) hereby certify that the information contained in this application, including all supplemental materials, is true and accurate to the best of my (our) knowledge.			
Applicant Signature(s)		Date	
		Date	

OFFICE USE ONLY							
Date Received		Status		Permit #		Issue Date	

7. APPLICATION MATERIALS

Temporary Use Permit Applications must be accompanied by the following supplemental materials, as applicable. An application is not considered “complete” until all required documentation has been received by the Zoning Administrator.

Required for ALL applications:

- Completed and signed Temporary Use Permit Application Form** (*Paper Required; PDF Optional*)
- Application Fee (See Schedule in Section 8)**
 - Application fees may be paid by cash, check, or money order (payable to “Town of Seabrook Island”). Credit card payments will be accepted if paid in-person at Seabrook Island Town Hall.
- Signed owner’s consent from the owner of the property where the event will occur** (*Paper or PDF Required*)
- Site plan or survey showing the proposed temporary use** (*Paper or PDF Required*)

Required if there will be temporary signage associated with the temporary use:

- Sign Permit Application** (*Paper or PDF Required*)

8. FEE SCHEDULE

Fee Amount	
Event Type	Fee Amount
Events & Activities ≤ 10 Days in Duration	\$50.00
Events & Activities > 10 Days in Duration	\$100.00
Permit Renewal (Administrative Review)	\$25.00