



## ZONING VARIANCE GUIDE

### *What is a Variance?*

A variance allows the Town's Board of Zoning Appeals to modify an otherwise legitimate zoning restriction when, due to unusual conditions, the restriction is judged to be more burdensome than was intended.

### *Standards for Granting Variances*

The board may grant a variance in an individual case of unnecessary hardship if the board makes and explains in writing all of the following findings:

**Extraordinary conditions.** There are extraordinary and exceptional conditions pertaining to the particular piece of property. Extraordinary conditions could exist due to size, shape, topography, drainage, or other conditions that make it difficult or impossible to make an economically feasible use of the property.

**Other property.** These conditions do not generally apply to other property in the vicinity.

**Utilization.** Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property.

**Detriment.** The authorization of a variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by the granting of the variance.

### *How to Apply for a Variance*

If you feel that you need a variance in order to best use your property, please contact Doug Polen, Community Development Director at 843-719-7913 or [doug.polen@monckscornersc.gov](mailto:doug.polen@monckscornersc.gov). He will answer any questions you may have and guide you through the variance procedure.

Variance applications are available at Town Hall and on the Town's website, [monckscornersc.gov](http://monckscornersc.gov). The application fee is \$100.00, which is used to offset the cost of staff time and the required advertisement in the local newspaper.

The Town Board of Zoning Appeals meets the 1st Tuesday of each month at 6:00 at Town Hall. Applications are due in one month prior to the hearing in order to allow time for proper advertising.

---

Community Development Office | Doug Polen, Director

118 Carolina Avenue, Moncks Corner S.C. 29461 | [www.monckscornersc.gov/community-development](http://www.monckscornersc.gov/community-development)

843-719-7913 | [doug.polen@monckscornersc.gov](mailto:doug.polen@monckscornersc.gov)



**VARIANCE APPLICATION**  
Moncks Corner Community Development



**Applicant Information**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property Owner Information (If Different)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Property Location (Attach Plat if Available): \_\_\_\_\_

Describe the variance request, reason for request, and any supporting information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has any variance been applied for on this property previously?    YES    NO

If Yes, Please Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (we) certify that I (we) are the free holder(s) of the property(s) involved in this application and further that I (we) designate the person signing as applicant to represent me (us) in this variance.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For Official Use Only*

Received: \_\_\_\_\_ Property Posted: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Hearing: \_\_\_\_\_

Advertised: \_\_\_\_\_ Approved: \_\_\_\_\_