

BERKELEY COUNTY



BUILDING AND CODES ENFORCEMENT DEPARTMENT &
PLANNING AND ZONING DEPARTMENT

P.O. Box 6122 • 1003 Highway 52 • Moncks Corner, SC 29461 • 843.719.4095

APPLICATION FOR TEMPORARY USE PERMIT

**PLEASE USE SEPARATE TEMPORARY USE PERMIT APPLICATION
FOR REQUESTS TO RESIDE TEMPORARILY OUT OF CAMPER/RV**

PLEASE FILL OUT THE REQUESTED INFORMATION, READ AND INITIAL THE CRITERIA AND STIPULATIONS, SIGN THE APPLICATION, PROVIDE A SITE PLAN OF THE SUBJECT PROPERTY AND SANITARY SEWER ASSURANCES (AS APPLICABLE), AND ENCLOSE THE ONE HUNDRED-DOLLAR (\$100.00) APPLICATION FEE AND SEVENTY-DOLLAR (\$70.00) ELECTRICAL PERMIT FEE (IF APPLICABLE). (CHECKS ARE PAYABLE TO BERKELEY COUNTY). PAYMENT OF FEES DOES NOT GUARANTEE APPROVAL.

**NOTHING IN THIS FORM EXEMPTS AN APPLICANT FROM SECURING ALL OTHER
REQUIRED PERMITS OR AUTHORIZATIONS**

GENERAL INFORMATION

Applicant's Name:

Legal Address:

Email Address:

TELEPHONE CONTACT INFORMATION:

Home/Cell:

Work:

PROPERTY INFORMATION WHERE TUP IS REQUESTED

Parcel TMS:

Parcel Address (If different from above):

Property owner name if different from Applicant:

Zoning District:

Current Use of Property: Residential / Agricultural / Other: _____

I own or rent the property in which the Temporary Use Permit is Pursued: Yes No

If renting, written assurances from the property owner shall be provided authorizing consent to the Temporary Use.

Please provide an explanation of your request:

1. DESCRIPTION OF PROPOSED ACTIVITY:

On an attached site plan or plat, include, but not limited to, the following details for review:

- Location of proposed temporary use.
- Location of any sanitary sewer connection(s) to serve the use and any required potable water access.
- Location and dimensions of vehicular access to/from the proposed use and any associated parking.
- Location of electric utility connections and any required lighting.
- Dimensions for setbacks, any required bufferyards/landscaping, and any additional physical improvements required by the Department.

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2. PLEASE CIRCLE THE INTENT OF THE TEMPORARY USE PERMIT AND INITIAL BESIDE THE RESPECTIVE CONDITIONS:

A. Requesting an additional residential structure to be built or placed on a property while a permanent residence that already exists is occupied.

Initials	Use Conditions
	This permit expires in 30 days from the approved final inspection of the primary structure; primary building permits must be applied for at the time of the temporary use permit is approved.
	Existing residence shall be permitted to be demolished or removed prior to the expiration of this permit. The Department may request that a demolition permit, if applicable, be pulled at the same time that this permit is applied for.
	No manufactured/mobile homes shall be permitted in zoning districts classified as R1, single-family residential.
	The minimum lot size on which a temporary nonconforming dwelling use will be permitted shall be 10,000 square feet or the minimum size needed to support sanitary sewer and potable water facilities as prescribed by SCDHEC. Any proposed dwelling installation shall also meet SCDHEC standards for sanitary sewer and potable water.
	Any temporary dwelling must meet the setback requirements for the applicable zoning classification for the property on which the temporary dwelling is placed.
	Minimum separation between the primary structure and temporary dwelling shall be a minimum of ten feet.

B. Requesting use of an accessory structure (i.e. room over detached garage, etc.) built to residential standards, to be occupied while a primary residence is constructed.

Initials	Use Conditions
	The proposed structure shall meet primary structure setbacks as well as sanitary sewer and potable water requirements.
	Permit expires 30 days from the approved final inspection of the primary dwelling, and accessory residence must be vacated within the 30 days.

C. Requesting the temporary set up of a manufactured home for the purpose of remodeling or bringing it up to building standards.

Initials	Use Conditions
	No plumbing or electrical permit(s) will be approved.
	This permit will expire 90 days from issuance of a permit.
	Additional 30-day extensions may be requested but are not guaranteed approval.

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D. Requesting the temporary placement or construction of a secondary dwelling unit for providing care for a family member or for a professional caretaker to live within proximity of the person in need for as long as the need exists.

Initials	Use Conditions
	At the Zoning Administrator's request, the applicant for a temporary use permit shall provide documentation of the circumstances necessitating an applicant's request for a temporary use permit, including, but not limited to, certified statements of attending physicians or appropriate legal documentation.
	When the need for long-term care no longer exists, property owner has 45 days to remove the secondary dwelling unit from the property.
	The minimum lot size on which a temporary nonconforming dwelling use will be permitted shall be 10,000 square feet or the minimum size needed to support sanitary sewer and potable water facilities as prescribed by SCDHEC. Any proposed dwelling installation shall also meet SCDHEC standards for sanitary sewer and potable water.
	Any temporary dwelling must meet the setback requirements for the applicable zoning classification for the property on which the temporary dwelling is placed.
	Minimum separation between the primary structure and temporary dwelling shall be a minimum of ten feet.

E. Temporary Fireworks Stand

Initials	Use Conditions
	Firework Stands are permitted in the GC, RNC, LI and HI Zoning Districts for temporary placement during the Fourth of July and the Christmas/New Year's Holidays. <u>The stands may be set-up no earlier than two weeks prior to the above listed holiday (2 weeks before the 4th and/or 2 weeks before Christmas) and must be removed within two weeks following the holiday.</u>
	Signage - No freestanding signage or fluttering devices are permitted on the premises. However, signage and flags attached to the building are permitted. No sign permits are required.
	The Clerk of Courts Office may also need to issue a Peddler's License. The applicant is responsible for taking this Temporary Use Permit to the Clerk of Court's Office so to obtain the appropriate applicable license before commencing operations.

F. Other: Request for Temporary Use Does Not Apply to Any of the Above (please describe in detail the request for Temporary Use Permit and use additional sheets if necessary):

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3. ADDITIONAL ASSURANCES

- Assurances for Sanitary Sewer facilities (e.g. Letter from SCDHEC or a certified letter from a licensed septic tank installer indicating that the existing septic system is operable, or assurance applicable water/sewer authority) **Required for Residential Uses or other Temporary Uses in which Sanitary Sewer will be provided**
- Written Assurances from the Property Owner Authorizing Consent to a Tenant's TUP Application **Required when the Property Owner is not the Applicant**
- Any required encroachment permits from applicable roadway or other maintenance authorities OR accompanying building or trades permits by Berkeley County Permitting and Building and Codes.

4. APPLICANT AUTHORIZATION

By signing below, (1) I hereby certify that the tract(s) or parcel(s) of land to which this request pertains is not restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity for which approval is sought, as provided in the South Carolina Code of Laws, Section 6-29-114; (2) if I am the lessee of this property, I have obtained permission from the property owner(s) to operate the intended temporary use onsite; (3) I hereby release, hold harmless, and indemnify forever Berkeley County, its employees, and agents, both individually and jointly, from any and all liability or responsibility for any foreseen or unforeseen damage; including, but not limited to death, bodily injury, personal injury, and property damage, arising from the intended temporary use at the above-referenced property by adjoining landowners, visitors and/or any user of the property, including, but not limited to, the public at large; AND (4) the information provided in this form is correct, I am a tenant or owner of the identified property, and I agree to comply with all provisions stipulated in this form; I further understand that this APPLICATION, if approved, expires within the established timeframe as authorized by Zoning Administrator. If I fail to sign and pick up the permit within that time, I understand that the application will become null and void and a new request and payment of the \$100.00 fee will be required, again with the understanding that the request may not be approved.

Printed Name of Applicant: _____ Date: _____

Applicant's Signature: _____ Date: _____

*** APPROVAL SECTION – FOR OFFICIAL USE ONLY ***

Zoning Administrator or Designee:

Chief Building Official or Designee:

Flood Plain Manager:

Date of Approval:

Associated Decal or Building Permit # (if applicable):

Expiration Date of Temporary Use Permit:

Additional conditions for issuance of this permit as imposed as a means of ensuring land use compatibility will be listed here or enclosed:
