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| Date Received: | Case #:  |
| Staff Initial: | Invoice: |

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# VARIANCE APPLICATION

TOWN OF WINNSBORO  
 ZONING BOARD OF APPEALS

## PLEASE READ:

So that we can better serve all applicants, completed applications must be submitted by the 4:00 PM published application deadline (please refer to the official ZBA Calendar, available on our web site at [www.townofwinnsboro.com](http://www.townofwinnsboro.com)). Any failure to submit all required documentation and payment by the published deadline shall result in applications being returned, withdrawn, or scheduled at a later date.

*\*\* In some instances, a pre-application meeting with staff is encouraged. Applicant is **strongly** advised to contact and/or meet with the adjacent neighborhood association(s) to communicate details of the proposed project prior to application submittal. Neighborhood Association contact information may be obtained from Zoning staff.*

### Property Information

Address of Subject Property: \_\_\_\_\_

Tax Map Number(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_ Overlay District: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Estimated Value of Project: \_\_\_\_\_ Type of Development: \_\_\_\_\_

### Applicant Information

Applicant: \_\_\_\_\_

Name of Company (if applicable): \_\_\_\_\_

Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you the property owner? Yes  No

***If no, please ensure the Letter of Agency is completed in its entirety and submitted with application***

Case #:

**Variance Request:**

The Town of Winnsboro Zoning Ordinance, viewable at [www.townofwinnsboro.com](http://www.townofwinnsboro.com).

What is the section of the Zoning Ordinance from which a variance is being requested? (Ex. 17-258)

[Empty text box for section of Zoning Ordinance]

What is the requirement of this section?

[Empty text box for requirement of section]

**Detailed Description of Alternative Proposal:**

Please describe your proposal in detail. You may attach a separate sheet if necessary. Additionally, you may provide any supporting materials that are applicable to your request (i.e. site plan, landscaping plan, plat of property, etc.)

[Large empty text box for detailed description of alternative proposal]

**Applicant Response:**

The Zoning Board of Appeals shall approve an application for a variance only upon a finding that the required criteria are met. In evaluating your request, the members of the Board will review your answers below as part of the case record. You may attach a separate sheet if necessary.

*\*Please note: The Board may not grant a variance the effects of which would be to allow the establishment of a use not otherwise permitted in a zoning district, to extend physically a nonconforming use of land, or to change the zoning district boundaries shown on the official zoning map. The fact that property may be utilized more profitably should a variance be granted, may not be considered grounds for a variance.*

1. Describe the extraordinary and exceptional conditions (i.e. size, shape, topography, etc.) that pertain to the subject property.

[Empty text box for question 1]

2. Explain how the conditions noted above do not generally apply to other property or structures in the vicinity.

[Empty text box for question 2]

3. Describe the ways in which the application of the requirement(s) of the Zoning Ordinance effectively prohibit or unreasonably restrict the utilization of the subject property.

[Empty text box for question 3]

Case #:

4. Describe the ways in which granting of the variance will not be of substantial detriment to adjacent parcels or to the public good. Additionally, explain how the granting of the variance will not harm the character of the district.

[Empty text box for response to question 4]

5. Explain how this variance request is the minimum necessary to make possible the reasonable use of the land, building or structure.

[Empty text box for response to question 5]

6. Describe how your proposal is in harmony with the purpose and intent of the Zoning Ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

[Empty text box for response to question 6]

By signing below, I, the applicant, understand and/or acknowledge that:

- 1. I have completely read this application and understand that, while the Board will carefully review and consider this application, the burden of proving conformance with the variance criteria lies with me.
- 2. I understand that no nonconforming use of neighboring lands, structures or buildings in the same district, and no permitted use of lands, structures or buildings in other districts, shall be considered grounds for the issuance of a variance.
- 3. The Zoning Board of Appeals conducts public hearings on the third Wednesday of each month in the Winnsboro Woman's Club, 102 S Vanderhorst St, Winnsboro, SC 29180.
- 4. The proposed use and/or construction complies or will comply with all other requirements of the Town of Winnsboro Zoning Ordinance.
- 5. The Zoning Board of Appeals will render a written order regarding my application. Any time frames related to an appeal of a decision of the Zoning Board of Appeals shall start from the date the written and signed Order of the Board is mailed to the applicant via certified mail.
- 6. The Board may prescribe appropriate conditions and safeguards to any approval in conformity with the ordinance (i.e. (1) time limit within which the action for which the variance is requested shall be begun or completed, or both; (2) landscaping; and (3) screening of activities or structures).
- 7. Violations of the conditions of a Board approval shall be punishable under the penalties established in the Zoning Ordinance.
- 8. As the applicant, I affirm that the subject parcel is not restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity. (See [Section 6-29-1145 of the South Carolina Code of Laws](#)).

Signature: \_\_\_\_\_  
Date:

Print Name: \_\_\_\_\_