Residential Construction Zoning Permit Checklist

- **Tax Map Number** (Can be found on Tax Bill or provided by staff)
- **Address to be assigned by 911 addressing** (in Planning Dept.)
- **Tree survey** -OR- **Signed letter from Civil Engineer or Landscape Architect**
  
  All tree surveys shall include the name, phone number, address, signature, and seal of a licensed surveyor, landscape architect, or civil engineer registered in the State of South Carolina. The survey shall include all trees to be protected or preserved, and those scheduled to be removed, including dead and damaged trees.
- **Signed Tree Affidavit** (in Planning Dept.)
- **Signed Restrictive Covenants Affidavit** (in Planning Dept.)
- **Signed Ingress/Egress/Private Easement Affidavit** (In Planning Dept.)
- **Paid Receipt from local provider for public water & sewer** -OR- **Septic Tank Approval (from DHEC) and Well Notice of Intent (NOI) Approval Letter from DHEC**
- **Affidavit signed by the property owner or by legal representative if there is existing well/septic or public water/sewer, if applicable** (in Planning Dept.)
- **Exterior Elevation indicating building height**
- **Site Plan** (Electronic version preferred; email to clerk@townofmeggettsc.org)
  - Drawn to **Engineer’s Scale**: (1” = 10’, 20’, 30’, 40’, 50’ or 60’)
  - Information to include in site plan:
    1. Property dimensions (may be found on a recorded plat, which can be obtained from the ROD Office located at 101 Meeting Street, Downtown)
    2. Dimensions and locations of all existing and proposed structures and improvements
    3. Setbacks, driveways, etc.
    4. Grand Trees (24’ DBH or greater) that are in the footprint of a structure
    5. Wetlands/OCRM Critical Line delineated, approved, stamped and signed every (5) years by Coastal Council (if applicable)
- **Floor Square Footage** (submitting construction plans recommended; see below)
  - First, Second, and Third Floor, Covered Porch, Non-Covered Decks, Garage, Parking Under, Storage, Building Height, Etc.
- **Cost of Construction**

**Fee Required for Zoning Permit**

**NOTE:** All payments to Town of Meggett are by CASH or CHECK with a valid Driver’s License. *WE ACCEPT CARDS WITH SMALL 5% FEE.*

**Important Contact Information:**
- DHEC/Septic/Well: 843-953-0150
- OCRM/Coastal Council: 843-953-0200
TREE AFFIDAVIT

SINGLE FAMILY RESIDENTIAL HOMES

I, ________________________________, hereby certify that proposed development at
(address): __________________________________________________________.

PID # (Parcel Identification #) / TMS # (Tax Map #): ________________________________

will be undertaken without the disturbance, alteration, removal or destruction of any required
Grand Tree (24” DBH or greater) as defined in Article 9.2 Tree Protection and Preservation
of the Town of Meggett Zoning & Land Development Regulations Ordinance.

I assume full legal responsibility for any actions not in compliance with tree
preservation requirements of the Town of Meggett. I am aware that violations may result in
stop work orders, revocation of zoning and building permits, delays in issuance of certificate of
occupancy, fines and replacement of trees as mandated by the Board of Zoning Appeals or
Planning Director.

_________________________________________  ______________________
(Owner / Representative Signature)          (Date)

_________________________________________
(Print Name)

For Staff Use Only:
Received by __________________________ Date ________________ Application Number ____________________

06/03/19
RESTRICTIVE COVENANTS AFFIDAVIT

I, _________________________________, have reviewed the restrictive covenants applicable to PID # (Parcel Identification #) / TMS # (Tax Map #): ____________________________, located at (address) ________________________________, and the proposed permit application is not contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as specified in South Carolina Code of Laws, Section 6-29-1145.

(Signature) (Date)

(Print Name)

Explanation:
Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought.
(Section 6-29-1145 is copied on the back of this page)

For Staff Use Only:
Received by ______________________ Date __________________ Application Number ________________________

06/03/19
Property Owner Affidavit  EXISTING PUBLIC WATER or WELL and EXISTING PUBLIC SEWER or SEPTIC

I, ________________________________________, hereby certify that the Address and Parcel Identification/ Tax Map # listed below has functioning EXISTING PUBLIC WATER or WELL and EXISTING PUBLIC SEWER or SEPTIC.

Address: _____________________________________________________________________

Property Identification # (PID#) / Tax Map # (TMS#): __________________________________

As the owner of record (or legal representative), I assume full legal responsibility for any actions not in compliance with the Town of Meggett Zoning and Land Development Regulations ordinance (ZLDR).

________________________________________  _________________
(Owner/Legal Representative’s Signature)     (Date)

Received By: ______________________________________  Date: __________________
## NEW CONSTRUCTION/ MOBILE HOME

### Town of Meggett
#### ZONING PERMIT APPLICATION

**Applicant (Your Information):**

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
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<tr>
<th>Address:</th>
<th>Name of Contractor:</th>
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<tr>
<th>Phone #:</th>
<th>Email:</th>
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#### Subject Property Information:

<table>
<thead>
<tr>
<th>Parcel ID # (PID)/ Tax Map # (TMS):</th>
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<th>Property Address: (Where the work will be completed)</th>
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#### Please describe the reason for your visit today:

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#### Construction Information:

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<thead>
<tr>
<th>1st Floor SQ FT</th>
<th>2nd Floor SQ FT</th>
<th>3rd Floor SQ FT</th>
<th>Attached/Detached/ Garage Underneath SQ FT (Circle One)</th>
<th>Covered Porch SQ FT</th>
<th>Shed/Deck SQ FT (Circle One)</th>
<th>Pool SQ FT</th>
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<thead>
<tr>
<th>Building Height</th>
<th>Total Heated SQ FT</th>
<th>Total Cost of Construction</th>
<th>Mobile Home SQ FT</th>
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<th>Public Water/Sewer:</th>
<th>Private Well/Septic:</th>
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**Applicant Signature**

**Date**

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**Official Use Only:**

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<th>Received By:</th>
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<th>Application #:</th>
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