



Town of Meggett  
 Zoning & Planning  
 4776 Highway 165  
 Meggett, SC 29449  
 (843) 889-3622

# MOBILE HOME REMOVAL PERMIT CHECKLIST & APPLICATION

**Mobile Home Certificate of Title or Recorded Manufactured Home Severance Affidavit**

**Receipt Showing No Taxes Outstanding**

**Completed Permit Application (attached)**

Including the following information:

- o Signed Tree Affidavit
- o Signed Restrictive Covenants Affidavit
- o Traffic Control & Access Plan, if applicable
- o Utility Disconnect Verifications

**Site Plan**

- o Drawn to Engineer’s Scale: (1”=10’, 20’, 30’, 40’, 50’, or 60’)
- o Includes the following information:
  - o Property Dimensions (may be found on a recorded plat, can be obtained from the ROD Office)
  - o Dimensions and locations of all existing and proposed structures and improvements.
  - o Setbacks, Driveways, Access Routes, etc.
  - o All Grand Trees (Live Oaks 24” DBH or greater) present on the parcel, **with protection barricades.**
  - o **Wetlands/OCRM Critical Line delineated, approved, stamped, and signed every (5) years by Coastal Council, if applicable**
  - o **Jurisdictional Determination from the US Army Corp of Engineers, if applicable.**

**Fee Required for Zoning Permit (\$25)**

**NOTE:** Payments in-person can be made with cash. Check payments can be made in-person or mailed to Town Hall. Credit/Debit Cards are accepted with a 2.9% + \$0.30 processing fee added and are accepted via online payment or in-person.

**ELECTRONIC SUBMISSION PREFERRED- PLEASE EMAIL REQUIRED DOCUMENTS TO: [clerk@townofmeggettsc.org](mailto:clerk@townofmeggettsc.org)**

**Important Contact Information:**

Charleston County Building Services	(843) 202-6930	OCRM/Coastal Council	(843) 953-0200
DHEC/Septic/Well	(843) 953-0150	ROD (Register of Deeds)	(843) 958-4800
Mobile Home Division – Charleston County Assessor’s Office		(843) 958-4151 or (843) 958-4142	



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Plan review may take up to 3 business days. Please see the attached checklist for items that need to be submitted along with your application.

**Project Location:** \_\_\_\_\_

**Parcel ID/TMS #:** \_\_\_\_\_

## PROPERTY OWNER

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## REMOVAL CONTRACTOR

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**SC Lic. #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## PROJECT DETAILS

**Total Square Footage:** \_\_\_\_\_ **Building Height:** \_\_\_\_\_

**Date of Last Occupancy:** \_\_\_\_\_ **Estimated Date of Removal:** \_\_\_\_\_

**Final Intended Location:** \_\_\_\_\_

**Is Property Located in Character Preservation Overlay (CPO) District?**  Yes  No (If yes, provide copy of Special Permit)

**Utilities:**  Public Water  Public Sewer  Private Well  Septic System  None

**Does the Mobile Home contain any Hazardous Materials<sup>1</sup>?**  None  Asbestos  Lead  Other: \_\_\_\_\_

**Upon completion, will there be any remaining impervious surfaces (e.g. foundation, driveway, etc)?**  Yes  No

**If yes, explain:** \_\_\_\_\_

**Is there any re-development planned for the site within one year of project completion?**  Yes  No

**If yes, explain:** \_\_\_\_\_

## TRAFFIC CONTROL & ACCESS PLAN

This section should be utilized to describe how your project will impact traffic and access on public roadways.

**Do you expect your project to cause any impacts to public roadways?**  No  Yes (explain below)

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

- o Please submit a Traffic Control Plan if traffic is to be affected. Copies will be provided to all Emergency Services.
- o Provide a letter from the SCDOT approving all street closings, if applicable.
- o Submit an Access Plan for providing access to neighboring structures/residences, if a street is to be closed.

<sup>1</sup> An Asbestos Survey and/or Lead Abatement Inspection Report may be required by SCDHEC.

## UTILITIES

- Contact Palmetto Utility Protection Service (PUPS) at 811 or (888) 721-7877 to mark all underground utilities. Copy of **Locate Notice** required for permit approval.
- Contact Dominion Energy to disconnect electrical services (copy of **Disconnect Letter** required) **OR** if redevelopment is planned, have electrical service properly disconnected in compliance with the 2018 International Building Code (IBC).
- Contact Charleston Water to disconnect and pull your water meter (copy of **Disconnect Letter** required) **OR** if redevelopment is planned, have a protective barricade erected around the meter and have the private service line disconnected from the meter box to prevent accidental damage during mobile home removal.
- Residential Wells must be abandoned by a licensed, SC DHEC Approved Well Driller (copy of **SCDHEC Form 1903** required) **OR** if redevelopment is planned, have all connections to the well properly detached from the structure in compliance with IBC 2018.
- Contact Town Hall to arrange for public sewer services to be terminated appropriately by the Town's sewer contractor **OR** if redevelopment is planned, have the sewer line cut and capped at the property line by a SC licensed plumber in compliance with the 2018 IBC and all Town, County, and State regulations.
- Septic Systems must have all affluent/waste removed by a SCDHEC approved Tank Pumper prior to it being crushed or removed and retired (**receipt from Tank Pumper** required) **OR** if redevelopment is planned, all connections to the septic tank must be properly detached from the mobile home prior to removal in compliance with IBC and SCDHEC regulations.
- Contact LP service provider to properly disconnect and remove all propane tanks on-site, if applicable.

## RESTRICTIVE COVENANTS AFFIDAVIT

I have reviewed the Restrictive Covenants applicable to the parcel identified above 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 SC Code Ann. §6-29-1145.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

### Explanation:

Effective July 1, 2007, South Carolina Code of Laws §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. A copy of this statute is available upon request.

## TREE PROTECTION AFFIDAVIT

I hereby certify that the proposed activity or development on the parcel identified above will be undertaken without the disturbance, alteration, removal, or destruction of any required Grand Tree (Live Oaks w/ a DBH of 24" or greater) as defined in *Chapter 9, Tree Protection & Preservation* of the Town of Meggett *Zoning and Land Development Regulations Ordinance*.

I assume full legal responsibility for any actions not in compliance with the tree preservation requirements of the Town. 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 trees as mandated by the Board of Zoning Appeals or Zoning Administrator.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**TREE PROTECTION AFFIDAVIT - Continued**

Please read the information given below and **INITIAL** to confirm you understand the information as it has been provided to you.

**TREE PROTECTION DURING DEVELOPMENT & CONSTRUCTION**

Protective barricades shall be placed around all required trees in or near development areas on all zoning parcels, prior to the start of development activities. These barricades, constructed of wood or plastic fencing or other approved materials shall be erected in accordance with standards by the Zoning Administrator and **placed beneath the canopy drip line OR one-foot times the DBH of the tree as a radius from the trunk. The barricades shall remain in place until development activities are complete. The area within the protective barricade shall remain free of all building materials, dirt, fill, or other construction debris, vehicles, and development activities.**

\_\_\_\_\_  
(Initial Here)

**NOTE:** Representatives of the Town are authorized under the conditions of this permit application to make random site inspections to verify that these standards and requirements are being complied with during construction. Failure to implement these requirements may result in enforcement action.

**DEFINITION OF "TREE REMOVAL"**

For the purpose of this Article, the term "tree removal" shall include, but not be limited to, damage inflicted to the root system by machinery; girdling; storage of materials and soil compaction, changing the natural grade above or below the root system or around the trunk; damage inflicted on the tree permitting fungus infection or pest infestation; excessive pruning; excessive thinning; paving with concrete, asphalt or other impervious material within such proximity as to be harmful to the tree; or any act of malicious damage to a tree.

\_\_\_\_\_  
(Initial Here)

**AFFIRMATION**

I hereby certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I agree to comply with all Town Ordinances and State laws relating to building construction and hereby authorize representatives of the Town of Meggett to enter upon the above-mentioned property for inspection purposes. Any willful misrepresentation listed on this permit application shall constitute grounds for permit revocation.

\_\_\_\_\_  
Signature Printed Name Date

**OFFICE USE ONLY**

Received By:	Date:	Application #: