

LANCASTER COUNTY  
SOUTH CAROLINA

**UNIFIED DEVELOPMENT ORDINANCE  
AMENDMENT PROCESS**

- 1- Application: An application for amending the map or text should be filed with the Joint Planning Commission Office at least 30 days prior to the Planning Commission meeting (which is held on the third Tuesday of each month at 6:30 p.m.). Application forms are available upon request at the Joint Planning Commission office - 100 South Catawba Street, Lancaster.
- 2- Fee: An application fee of \$125.00 must accompany all amendment applications.
- 3- Posting of Property: The applicant shall be provided with posters announcing the intention of the applicant to have the property rezoned, and the time and place for a Public Hearing on the application to rezone. The property shall be posted along each street upon which it fronts so that it may be visible to the public.
- 4- Planning Commission Meeting: The application will be referred to the Planning Commission for study, a public hearing, and a recommendation. The applicant will be advised of the time and place of the meeting at which his application will be heard. The applicant or a representative is asked to be present at the meeting in order to answer questions concerning the request. After the meeting, the Planning Commission's recommendation will be submitted to County Council.
- 5- Public Hearings: A public hearing will be held on each amendment request to provide an opportunity for interested citizens and property owners to comment. The public hearing is held during the Planning Commission meeting at which the application is heard.  
  
The County will publish a "Notice of Public Hearing" for the proposed request in The Lancaster News. This notice will appear in the paper not less than 15 days prior to the public hearing date.
- 6- Council Meeting: Once the request is forwarded to County Council, the Council will hold three readings on the application. Council meetings are scheduled for the first and last Monday of each month at 7:00 p.m. in the County Administrative Building.
- 7- Notification of Council's Actions: After the final reading, the application will be notified by letter of Council's actions and all changes will be posted accordingly.

LANCASTER COUNTY  
SOUTH CAROLINA

**APPLICATION TO AMEND OR CHANGE THE TEXT OR MAP OF THE  
LANCASTER COUNTY UNIFIED DEVELOPMENT ORDINANCE**

Do Not Write In This Box		
Application No. _____	Date Received _____	Fee Paid _____

- 1- This application is for amendment to the: (check one)
- District Boundary Map (fill in items #2, 3, 4, 5, 6, 7, & 9 only)
- Ordinance Text (fill in items #8 & 9 only)
- 2- Give either exact address or tax map reference to property for which a district boundary change is requested: \_\_\_\_\_  
\_\_\_\_\_
- 3- How is this property presently designated on the map? \_\_\_\_\_
- 4- How is the property presently being used? \_\_\_\_\_  
\_\_\_\_\_
- 5- What new designation or map change do you propose for this property? \_\_\_\_\_
- 6- What new use do you propose for the property? \_\_\_\_\_  
\_\_\_\_\_

**EXPLAIN UNDER ITEM #9 WHY THIS AREA SHOULD BE REDESIGNATED OR CHANGED.**

- 7- Does the applicant own the property proposed for this change?  YES  NO -If no, give the name and address of the property owner and attach written authorization to file this application:  
\_\_\_\_\_
- 8- If this involves a change in the Ordinance text, what section or sections will be affected? \_\_\_\_\_  
\_\_\_\_\_
- 9- Explanation of and reasons for proposed change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(use back of form if additional space is needed)

**NOTE:** It is understood by the undersigned that while this application will be carefully reviewed and considered, the burden of proving the need for the proposed amendment rests with the applicant.

APPLICANT'S NAME: (PRINT)

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE