

City of Beaufort Department of Planning & Community Development

**PRE-APPLICATION CONFERENCE
APPLICATION FORM**

Revised May 7, 2009

A Pre-Application Conference with City Staff is recommended for all new commercial and multifamily construction, major commercial renovations, major subdivisions, change of occupancy (ex. an office use changing to a restaurant use), and any use involving food service. Pre-Application Conferences are held every Tuesday at 1:30 p.m. at City Hall in the first floor room at 302 Carteret Street, Beaufort, SC. The deadline for applications is the Tuesday noon prior to the Tuesday meeting. Although the only submittal requirement is this complete application form, applicants are encouraged to submit additional information (maps, site plans to scale or dimensioned, elevations, etc.). Six (6) copies of all materials that are submitted with this application form are required.

Please TYPE or PRINT legibly

Date Submitted: _____

Meeting Date: _____

Project Name: _____

Project Address: _____

Tax Map/Parcel No.: _____

Applicant: _____

Address: _____

Phone/Fax/Email: _____

Property Owner: _____

Address: _____

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? ____ Yes ____ No

Applicant's Name (Please Print) _____ Date _____

Applicant's Signature _____ Date _____

OFFICE USE ONLY

Project Number: _____ Zoning District: _____ Historic District? _____
Above Ground Survey? _____
Archeological Survey Required: ____ No.
____ Yes (Refer to *Section 3.12* for requirements).

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**** PROJECT NARRATIVE ****

Revised February 20, 2008

Project Name: _____

Provide a brief **Project Narrative** and outline any specific questions you would like City Staff to address.

Existing use of site or structure: _____

(office, retail, restaurant, church, etc.) _____

Proposed use of site or structure: _____

(office, retail, restaurant, church, etc.) _____

Square footage of any _____

Proposed construction: _____

Submit six (6) sets of plans and one (1) copies of the application to one of the following addresses:

Street Address:

City of Beaufort Planning Department
302 Carteret Street
Beaufort, S.C. 29902

Mailing Address:

City of Beaufort Planning Department
P.O. Box Drawer 1167
Beaufort, S.C. 29901

Attention: Julie A. Bachety, Administrative Assistant I

Phone: 843-525-7011

Fax: 843-986-5606