



REQUEST FOR PLANNED UNIT DEVELOPMENT AMENDMENT

This application is used to request an amendment to a Planned Unit Development (PUD) zoning district. **TYPE OR PRINT** answers on the application and submit to the City of Myrtle Beach Planning Department with all information needed to satisfy the PUD application requirements in Section 1228 of the City of Myrtle Beach Zoning Ordinance. All information contained in this application is subject to public disclosure under the South Carolina Freedom of Information Act (FOIA).

Public Hearing: Regulations require that this application be given a public hearing. Notification of the public hearing will be in the form of advertisement in a local newspaper, public hearing sign(s) posted on the property, and letters mailed to owners of property within 300 feet of the PUD.

Withdrawal Policy: Complete applications will be processed by the Planning Department. At the written request of the applicant, **PRIOR TO PUBLIC NOTIFICATION**, an application may be continued, tabled or withdrawn. Once the public has been notified of the public hearing, the application request shall be placed on the agenda. During the public hearing, the applicant may request that the item be continued or tabled. Should the applicant wish to remove the request from the agenda after public notification but prior to the public hearing, the applicant must withdraw the application in writing. Once an application is withdrawn the file is closed. Another application, along with any applicable fees, may be submitted at a future date.

This application in no manner implies approval or acceptance of the proposed PUD amendment by the City of Myrtle Beach nor does the City waive its right and privilege to deny such application.

The Planning Commission considers PUD amendment requests at their regularly scheduled meetings. To be placed on the Planning Commission's agenda, the completed Request For Planned Unit Development Amendment Application and additional requested materials must be submitted to the City of Myrtle Beach Planning Department (located on the first floor of City Hall) by 5:00 p.m. on the date of the deadline. Applicant representation at the Staff Technical Review Committee meeting is mandatory. A deadline and meeting schedule is available from the Planning Department upon request. The recommendation of the Planning Commission will be forwarded to City Council for final action.

If there are any questions regarding PUD policies and procedures, or if you need assistance in completing the application please contact the Planning Department at:

**CITY OF MYRTLE BEACH PLANNING DEPARTMENT
CITY HALL, 937 BROADWAY
P.O. BOX 2468, MYRTLE BEACH, SC 29578
PHONE – 843-918-1050 / FAX – 843-918-1083
WEBSITE - www.cityofmyrtlebeach.com**

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PUD amendment applications will be processed in a “workbook” format. Amendment pages shall be submitted in a standard letter-size three-ring binder:

- The binder shall be labeled on the spine and on the front as follows: PUD Name Amendment.
- Pages larger than 8-1/2” X 11” shall be “gate folded” to fit within the binder.
- Each page must clearly display the submittal date. Should revisions be made during the review process, only the revised pages, CLEARLY DATED AND THREE-HOLE PUNCHED, need be resubmitted.

PUD documents must comply with the City of Myrtle Beach PUD Format Requirements (available upon request.) Any currently adopted PUD that does not comply with the format requirements must be brought into compliance as part of an amendment request.

The following is required to process a request for a PUD Amendment:

_____ Twelve hundred fifty dollars (\$1,250.00) non-refundable filing fee. **In addition, the applicant will be billed for actual costs of notifying the public of the public hearing(s).** This cost will include, but is not limited to, copying, supplies and postage costs of mailing notices to owners of property within 300 feet of the PUD, and the cost of running a legal notice in the local newspaper. Actual notice costs shall be billed to the applicant upon Planning Commission recommendation, and will be due in full prior to final City Council action. (Checks or cash only. Make check payable to the City of Myrtle Beach).

_____ A completed Request For Planned Unit Development Amendment Application, signed by the property owner(s) or agent(s) authorized to request the amendment. **Please attach a copy of letter or other document giving the agent authority to act on behalf of the current property owner.**

_____ **30 paper copies and 1 digital copy** (text must be in Microsoft Word, graphics must be in .jpeg or PowerPoint) of the proposed PUD Amendment Workbook. 10 copies may be turned in by the deadline, and an additional 20 copies turned in by 12:00 noon on the first Tuesday of the month.

_____ A codification page indicating the pages to be removed from the PUD document and the pages to be inserted. This page shall be revised with every submittal. For example:

- Remove old page 12 and insert new page 12.
- Remove old page 42 and insert new pages 42 and 42.1
- Remove old pages 6 – 10 and insert new pages 6 – 10.

_____ Deleted text shall be “struck-through” and new text shall be underlined while in draft form.

_____ Representation at the Staff Technical Review Committee Meeting. The Tech Review Meeting is normally one week after the deadline. Please check the meeting schedule to verify date and time.

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PRINT OR TYPE ALL ANSWERS (EXCEPT SIGNATURE)

IF MORE THAN 3 PROPERTY OWNERS, PLEASE MAKE ADDITIONAL COPIES OF THIS FORM.

APPLICANT INFORMATION:

Primary Contact: _____

Mailing Address: _____

Day Phone: _____ Fax: _____

Email: _____

Property Owner # 1: _____

Mailing Address: _____

Day Phone: _____ Fax: _____

Authorized Agent # 1 (if applicable): _____

Mailing Address: _____

Day Phone: _____ Fax: _____

Property Owner # 2: _____

Mailing Address: _____

Day Phone: _____ Fax: _____

Authorized Agent # 2 (if applicable): _____

Mailing Address: _____

Day Phone: _____ Fax: _____

Property Owner # 3: _____

Mailing Address: _____

Day Phone: _____ Fax: _____

Authorized Agent # 3 (if applicable): _____

Mailing Address: _____

Day Phone: _____ Fax: _____

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SIGNATURE AND CERTIFICATION

The undersigned hereby respectfully request that the City of Myrtle Beach Planning Commission review this Planned Unit Development Amendment for the above-described property. All of the above statements and information, whether written on this application or attached, are true and correct to the best of my knowledge and belief. Signature(s) of all property owner(s) or authorized agent(s) must be obtained before application can be accepted for processing.

Signature of Property Owner # 1: _____ Date: _____

Signature of Authorized Agent # 1: _____ Date: _____

Signature of Property Owner # 2: _____ Date: _____

Signature of Authorized Agent # 2: _____ Date: _____

Signature of Property Owner # 3: _____ Date: _____

Signature of Authorized Agent # 3: _____ Date: _____