

GENERAL PROVISIONS

I. Authority

- A. [Section 19-2.2.2, Administrative Manual](#), of the Zoning Ordinance establishes the requirement for the Administrator to develop this Manual governing the administration of the Ordinance.
- B. [Section 19-2.1.5\(C\)\(1\), Administrative Manual](#), requires the City Manager to review and approve this Manual as well as the attendant schedule of fees for development permits and other approvals under the Ordinance.

II. Purpose

The purpose of this Manual is to compile the requirements for application contents, forms, submission and review schedules, and fees. The Manual will be revised as needed to reflect revisions to the Fee Schedule, the City of Greenville Code of Ordinances, and the Policies of the City Council.

III. Administrator(s)

Pursuant to [Section 19-2.1.5\(A\)\(1\), General](#), of the Zoning Ordinance, the City Manager shall designate the person(s) responsible for administering and enforcing the provisions of the Ordinance. The respective titles and duties of the Administrators are reflected in the following sections of this Manual pursuant to [Section 19-2.1.5\(A\)\(2\), Powers and Duties](#), of the Ordinance.

IV. Reference to Plans, Ordinances, and Standards of Development

The Zoning Ordinance references Plans, other Ordinances, and Design Standards. It is the Administrators' responsibilities to implement and enforce the provisions of these documents to the extent that such actions are consistent with the scope of powers and duties enumerated in [Section 19-2.1.5\(A\)\(2\), Powers and Duties](#). These include:

- A. **The Comprehensive Plan** – Developed pursuant to the provisions of the South Carolina Code of Laws Section 6-29-510 et seq, the Comprehensive Plan is intended to guide the development and redevelopment of lands within the City, consistent with the physical, social, and fiscal environment.
- B. **Area Master/Redevelopment Plans** - From time-to-time, City Council adopts plans designed to address the specific land use/economic issues of an area/neighborhood. The conclusions of these plans will result in a variety of public actions, expenditures, and land use controls. The

latter are usually reflected in the designation of selected land uses, dimensional criteria, and design parameters for the area/neighborhood. For purposes of Zoning, these areas are designated as 'PD', *Planned Development*; the Official Zoning Map is amended to reflect that designation and the Zoning Text is amended to incorporate by reference the land use controls of the adopted Plan. This process, content, and result are the same as those outlined at Section II C of this Manual for 'PD's' initiated by private landowners. These areas currently include:

1. Haynie-Sirrine

C. **Design Standards** – From time-to-time, City Council adopts design standards for specific areas/neighborhoods to effect the preservation of the area's character and built-environment. These design standards are superimposed upon the area and work in tandem with the provisions of the Ordinance; no modification of the underlying district designation(s), use(s), or dimensional requirements result from the imposition of the design standards. The locations of the areas having to meet the various design standards are reflected on one or more official maps as "Overlay" Districts. These areas currently include:

1. **Preservation Overlay**
 - a. Colonel Elias Earle
 - b. East Park
 - c. Hampton-Pinckney
 - d. Heritage
 - e. Overbrook
 - f. Pettigru
 - g. West End (also located within the C-4 District and subject to the Central Business District Design Guidelines)
2. **Neighborhood Revitalization Overlay**
 - a. Green Avenue
 - b. Nicholtown
 - c. West Greenville
3. **Special Sign Overlay**
 - a. Laurens Road Corridor
4. **Airport Protective Overlay**
 - a. Greenville Downtown Airport Area
5. **Special Flood Hazard Area Overlay** (throughout Greenville)

The Central Business District (designated as 'C-4' on the Official Zoning Map) includes design standards. These

standards are linked to the description of the District; there is no “Overlay” District.

V. Common Procedures

A. **General** - The following Sections of the Manual outline the application requirements and review procedures to be used for the various development approvals and permits required by the Ordinance. (See [Section 19-2.2, Common Procedures](#)). Each Section will identify requirements unique to that approval/permit. The following requirements apply to these approvals/permits in general:

B. **Neighborhood Meetings** – Neighborhood Meetings are strongly encouraged for all applications requiring a Public Hearing before a Board/Commission pursuant to [Section 19-2.2.4, Neighborhood Meetings](#). See also Appendix ‘G’ of this Manual. Applicants are advised that they may be required to convene a neighborhood meeting at the direction of the Chairperson of the Board/Commission if, during the public hearing, it is the Chairperson’s determination that the application (if approved) could potentially have negative land use, appearance, traffic, or other public facility impacts on neighboring properties.

C. **Special Meetings** – At the request of an Applicant, the Chairman of the respective Board/Commission may convene a special meeting (defined as being anything other than a regularly-scheduled meeting) at a date and time convenient to the Membership. The Fee for such a Special Meeting is \$500.00, made payable to the City of Greenville.

C. Applications Requiring Approval by the City Council

1. Approvals/Authorizations *

- a. (Re)Zoning Map Amendments
- b. Text Amendments
- c. Planned Development Districts and Agreements
- d. Preservation Overlay Districts/Design Guidelines
- e. Revitalization Master Plans
- f. Encroachment Authorizations Not Delegated to the City Manager
- g. Annexation Petitions

2. Process

- a. **Submission** – An Application must be submitted to the appropriate Administrator (identified in the sections following) by 5:00 PM of the date

indicated on the Schedule attached to the Application (see **Appendix 'A'**).

b. **Contents and Supporting Documentation** – See Application in **Appendix 'A'**.

c. **Review Schedule**

1. Determination of Sufficiency – The Administrator reviews an Application to determine that it is complete and that it provides adequate information for review by the Staff, Board/ Commission, and City Council.
2. Posting on the City website – The Administrator posts the application on the City's website for review by the public.
3. Staff Review – The Administrator convenes a meeting of the appropriate staff review team (see Appendix 'B') to review the Application. Staff comments are submitted to the Administrator within ten (10) days after the meeting.
4. The Administrator prepares the Staff Report and delivers it, along with the balance of the upcoming Agenda materials, to the Planning Commission and Applicant.
5. The Planning Commission convenes its regularly-scheduled meeting and conducts a Public Hearing on the Application (if required). The Meeting Schedule is attached to the Application.
6. The Planning Commission closes the Public Hearing, discusses the Application, and votes to recommend to the City Council that it Approve, Approve with Conditions, Approve as Modified, or Disapprove the Application. The Commission may "continue" the Public Hearing to "a date certain" to continue discussion or to consider additional public comment.

d. **Application Decision** – The City Council votes to Approve, Approve with Conditions, Approve as Modified, or Disapprove the Application on first reading at its next regularly-scheduled meeting (Meeting Schedule attached to the Application). A second reading is required, usually at the next regularly-scheduled meeting.

e. **Further Actions**

1. **Administrator** – The Administrator advises the Applicant of the decision of City Council and initiates action to effect the decision.
2. **Applicant** –The Applicant may apply for one or more permits under the Ordinance to effect the use authorized by the City Council's approval. In the alternative, the Applicant may appeal the decision of the City Council pursuant to the provisions of the S.C. Code of Laws.
3. **Inspections** – The Applicant shall advise the Administrator prior to initiating action(s) authorized by the decision of the Board/Commission; the Administrator shall advise the Applicant of inspections and further approvals required to conclude the authorization process.

f. Fees – The City Manager shall establish a Fee Schedule for each Application authorized by the Ordinance. All Fees shall be made payable to the City of Greenville and are nonrefundable after a request is submitted to the appropriate newspaper advertising a Hearing. An otherwise-required fee is waived if the Application is sponsored by the City (City Council, Board/Commission, or Staff).

D. Applications Requiring the Approval of the Planning Commission (PC), Board of Zoning Appeals (BZA), or Design and Preservation Commission (DPC)

1. Applications Requiring the Approval of the Planning Commission (PC) *

- a. Review and Approve the Design and Specifications Manual
- b. Preliminary Plats of Major Subdivisions
- c. Street Name Changes
- d. Consider and Decide Appeals, re:
 1. Minor Subdivision Plats
 2. Design and Specifications Manual
 3. Final Planned Development Plans
 4. Decision or Determination of the Administrator on Sections 19-6.7 through 19-6.10 of the Ordinance

2. **Applications Requiring Approval of the Board of Zoning Appeals (BZA)**
 - a. Special Exceptions
 - b. Variances
 - c. Appeals (with the exception of Appeals to Sections 19-6.7 through 19-6.10 of the Ordinance) from a decision or determination of the Administrator

3. **Applications Requiring the Approval of the Design and Preservation Commission (DPC) ****
 - a. Certificates of Appropriateness Not Delegated to the Administrator
 - b. Unreasonable Hardship Exemptions
 - c. Appeals from a Decision or Determination of the Administrator

4. **Process**
 - a. **Submission** – An Application must be submitted to the appropriate Administrator (identified in the sections following) by 5:00 PM of the date indicated on the Schedule attached to the Application (see **Appendix ‘A’**).
 - b. **Contents and Supporting Documentation** – See Application in Appendix ‘A’.
 - c. **Review Schedule**
 1. Determination of Sufficiency – The Administrator reviews an Application to determine that it is complete and that it provides adequate information for review by the Staff and the relevant Board/ Commission.
 2. Posting on the City website – The Administrator posts the application on the City’s website for review by the public.
 3. Staff Review – The Administrator convenes a meeting of the appropriate staff review team (see **Appendix ‘B’**) to review the Application. Staff comments are submitted to the Administrator within ten (10) days after the meeting.
 4. The Administrator prepares the Staff Report and delivers it, along with the balance of the upcoming Agenda materials, to the Board/ Commission and Applicant
 5. The appropriate Board/Commission convenes its regularly-scheduled meeting and conducts a Public Hearing on the

Application (if required). The Meeting Schedule is attached to Application.

6. The Board/Commission closes the Public Hearing and discusses the Application. The Board/Commission may “continue” the Public Hearing to “a date certain” to continue discussion or to consider additional public comment.

d. Application Decision – The

Board/Commission votes to Approve, Approve with Conditions, Approve as Modified, or Disapprove the Application.

e. Further Actions

1. Administrator – The Administrator advises the Applicant of the decision of the Board/Commission and initiates action to effect the decision.
2. Applicant – The Applicant may apply for one or more permits under the Ordinance to effect the decision of the Board/Commission. In the alternative, the Applicant or an aggrieved party may appeal the decision pursuant to the provisions of the S.C. Code of Laws (see also [Sections 19-2.3.16\(D\) and \(E\), Appeal from the Board of Zoning Appeals and Appeal from the Planning Commission and Section 19-2.3.8\(I\), Appeal from the DPC.](#))
3. Inspections – The Applicant shall advise the Administrator prior to initiating action(s) authorized by the decision of the Board/Commission; the Administrator shall advise the Applicant of inspections and further approvals required to conclude the authorization process.

f. Fees – The City Manager shall establish a Fee Schedule for each Application and Permit authorized by the Ordinance.

1. All Application Fees shall be made payable to the City of Greenville and are nonrefundable after a request is submitted to the appropriate newspaper advertising a Hearing; Permit Fees are non-refundable.
2. Any activity initiated by an Applicant without benefit of authorization or permitting otherwise

requiring such authorization or permitting shall be required to pay a fee equal to 200% of the otherwise-required fee.

3. All fees shall be waived if the Application is sponsored by the City (City Council, Board, Commission, or Staff).

* The Planning Commission (PC) acts as an advisory body to the City Council on several matters within the purview of the latter's authority. Specifically, the PC considers the following matters prior to the City Council's consideration and votes to recommend an action to the Council:

- (Re)Zoning Map Amendments
- Text Amendments
- Planned Development Districts and Agreements
- Preservation Overlay Districts/Design Guidelines
- Revitalization Master Plans
- Annexation Petitions

** The Design and Preservation Commission (DPC) acts as an advisory body to the Planning Commission and City Council on the matter of designating an area as a Preservation Overlay District and the adoption of relevant Design Guidelines. The DPC conducts studies and public meetings to that end and votes to recommend an action to the PC. The latter then schedules a public hearing and subsequently votes to recommend an action to the City Council.

SPECIFIC REQUIREMENTS FOR DEVELOPMENT APPLICATIONS

I. Overview

[Section 19-2.3, Specific Standards and Other Requirements For Applications For Development Approval](#), of the Ordinance addresses the standards and requirements for the approval of Development Applications. **Item V., Common Procedures**, of this Manual addresses those elements of development approvals and permits common to the City Council, Planning Commission, Board of Zoning Appeals, and Design and Preservation Commission; the following section addresses elements that are unique to each of the development approvals and permits.

II. Development Applications

A. Zoning District Map Amendments

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Sections 19-2.2, Common Procedures and 19-2.3.2, Amendments to Text and Zoning District Map](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in applying for an Amendment to the Zoning District Map.
4. **Supporting Documentation** – Addressed within the Application. See [Section 19-2.3.2\(E\)\(2\), Amendments to Zoning District Map](#).
5. **Neighborhood Meeting** – It is strongly recommended that a meeting with property owners and residents within 500 feet of the site of the Application be convened by the Applicant pursuant to the provisions of **Section 19-2.2.4, Neighborhood Meetings**, of the Ordinance. See also **Appendix ‘G’** of this Manual. The Staff will advise the Applicant of the names and addresses of the relevant property owners and the existence of any “Neighborhood Association” (and its contact person). This meeting should be convened prior to the submission of an Application, but it may be convened between the time of submission and Public Hearing.
6. **Application Fee** – See Application for Zoning Map Amendment in Appendix ‘A’.

B. Ordinance Text Amendments

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [**Sections 19-2.2, Common Procedures and 19-2.3.2, Amendments to Text and Zoning District Map**](#) of the Ordinance for additional information.
3. **Application Contents** – A request to amend the Ordinance text shall be accompanied by documentation sufficient to enable the Administrator to prepare specific Ordinance language to affect the desired result.
4. **Application Fee** – See Application for Ordinance Text Amendment in **Appendix ‘A’**.

C. Planned Development District and Agreement

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Sections 19-2.3.3, Planned Development District, and 19-3.2.2\(N\), PD: Planned Development District](#) of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in establishing a “PD” District. **Appendix ‘C’** identifies the “Format and Content Requirements” for ‘Final Development Plans’ and **Appendix ‘E’** identifies the “Tree Inventory and Plan Requirements” (to be included within the ‘PD’ Plan).
4. **Supporting Documentation** – Addressed within the Application and Appendices ‘C’ and ‘E’. See [Sections 19-2.3.2\(E\) \(2\), Amendments to Zoning District Map and 19-3.2.2\(N\), PD: Planned Development District](#). Inasmuch as the establishment of a “PD” District constitutes an amendment to the Zoning Text as well as the Map, the Applicant is required to specify:
 - a. Each use by “Use Category” (see [Section 19-4.1-1, Table of Uses](#));
 - b. Each dimensional and design criterion unique to the “PD” District.
5. **Neighborhood Meeting** – It is strongly recommended that a meeting with property owners and residents within 500 feet of the site of the Application be convened by the Applicant pursuant to the provisions of [Section 19-2.2.4, Neighborhood Meetings](#), of the Ordinance. See also **Appendix ‘G’** of this Manual. The Staff will advise the Applicant of the names and addresses of the relevant property owners and the existence of any “Neighborhood Association” (and its contact person). This meeting should be convened prior to the submission of an Application, but it may be convened between the time of submission and Public Hearing.
6. **Planned Development Agreement** – Concurrent with the adoption of a “PD” District, a “PD Agreement” shall be executed to bind the development to the conditions referenced in the adopting ordinance. The conditions of approval may include, but are not limited to:
 - a. Permitted Uses
 - b. Design and Dimensional Requirements
 - c. Off-Street Parking Standards
 - d. Landscaping, Buffering, and Screening Standards
 - e. Sign Standards
 - f. Phasing of Development
 - g. Open Space
7. **Final PD Plan** – Prior to the conveyance of any property within the “PD” District, the Applicant shall submit a Final Plan (Plat) suitable for recording in the Greenville County Registry of Deeds (see **Appendix ‘F’**,

Format and Content Requirements, Subdivision Plats) for required contents and format). If, in consultation with the Staff, the Administrator determines that the Plan is consistent with the Plan and Agreement approved by the City Council, he shall execute the Plan and authorize its recordation.

8. **Application Fee** – See Application for Designation as a 'PD' in **Appendix 'A'**.

D. Preservation Overlay District

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Sections 19-2.3.4, Preservation Overlay Districts, and 19-3.2.2\(N\), PD: Planned Development District](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in establishing a “PO” Preservation Overlay District (‘Application For A Zoning Map Amendment’).
4. **Supporting Documentation** – Addressed within the Application. See also [Section 19-2.3.4\(B\), Eligibility Criteria](#).
5. **Neighborhood Meeting** – Development of the Neighborhood Preservation Plan includes extensive public notice and information meetings; no additional neighborhood meetings are recommended prior to the Planning Commission Public Hearing.
6. **Approval Process** – The designation of a “PO” District involves both Zoning Map and Text amendments; in addition to consideration by the DPC, the Planning Commission must conduct a Public Hearing on the Application prior to its consideration and adoption by the City Council.
7. **Application Fee** – Same as Application for Zoning Map Amendment (see **Appendix ‘A’**).
8. **Further Actions**
 - a. **General** – Upon adoption of a Preservation Overlay District, the Administrator shall review all Permit Applications to determine the applicability of a District designation relative to a specific site and proposed activity. The activity must comply with the Design Guidelines adopted by City Council. These Guidelines are available in the Planning and Development Department.
 - b. **Administrator Approval** – Pursuant to [Section 19-2.3.8 \(B\)\(2\), Administrator](#), the Administrator shall review and decide those Permit Applications requiring a Certificate of Appropriateness for those types of actions authorized by resolution of the DPC (see **Appendix ‘D’**).
 - c. **DPC Approval** – For those types of Permit Applications not specifically delegated to the Administrator, the DPC shall review and decide upon the requisite Certificate of Appropriateness pursuant to the provisions of [Section 19-2.3.8, Certificate of Appropriateness](#).

E. Neighborhood Revitalization Overlay District

1. **Administrator** – The [Community Development Manager](#) and the [Planning and Development Manager](#) shall jointly serve as “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-3.2.2\(Q\), NRO: Neighborhood Revitalization Overlay District](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in establishing an “NRO” Neighborhood Revitalization Overlay District (‘Application For A Zoning Map Amendment’).
4. **Supporting Documentation** – The “Neighborhood Master Plan” serves as the basis for the Overlay designation; the Design Guidelines are incorporated within the Master Plan.
5. **Neighborhood Meeting** – Development of the Neighborhood Master Plan includes extensive public notice and information meetings; no additional neighborhood meetings are recommended prior to the Planning Commission Public Hearing.
6. **Application Fee** – Same as Application for Zoning Map Amendment (see **Appendix ‘A’**).
7. **Further Actions** – Upon adoption of an “NRO” District, the Planning and Development Manager shall review all Permit Applications to determine the applicability of a District designation relative to a specific site and proposed activity. The activity must comply with the uses and Design Guidelines adopted by City Council. These Guidelines are available in the Planning and Development Department.

F. Special Sign Overlay District

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-3.2.2\(R\), SSO: Special Sign Overlay District](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in establishing an “SSO”, Special Sign Overlay District (‘Application For A Zoning Map Amendment’).
4. **Supporting Documentation** – Addressed within the Application.
5. **Neighborhood Meeting** – It is strongly recommended that a meeting with property owners and residents within 500 feet of the site of the Application be convened by the Applicant pursuant to the provisions of [Section 19-2.2.4, Neighborhood Meetings](#), of the Ordinance. See also **Appendix ‘G’** of this Manual. The Staff will advise the Applicant of the names and addresses of the relevant property owners and the existence of any “Neighborhood Association” (and its contact person). This meeting should be convened prior to the submission of an Application, but it may be convened between the time of submission and Public Hearing.
6. **Application Fee** – Same as Application for Zoning Map Amendment – (see **Appendix ‘A’**).
7. **Further Actions** – Upon adoption of an “SSO” District, the Planning and Development Manager shall review all Sign Applications to determine the applicability of a District designation relative to a specific site and proposed activity. The activity must comply with the requirements of the “SSO” District which are enumerated at [Section 19-6.6, Sign Regulations](#), of the Ordinance.

G. Airport Protective Overlay District

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-3.2.2\(S\), AP: Airport Protective Overlay District](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in establishing an “AP” Airport Protective Overlay District (‘Application For A Zoning Map Amendment’).
4. **Supporting Documentation** – Addressed within the Application. See [Section 19-3.2.2\(S\)\(3\), Regulations](#), of the Ordinance.
5. **Neighborhood Meeting** – It is strongly recommended that a meeting with property owners and residents within 500 feet of the site of the Application be convened by the Applicant pursuant to the provisions of [Section 19-2.2.4, Neighborhood Meetings](#), of the Ordinance. See also **Appendix ‘G’** of this Manual. The Staff will advise the Applicant of the names and addresses of the relevant property owners and the existence of any “Neighborhood Association” (and its contact person). This meeting should be convened prior to the submission of an Application, but it may be convened between the time of submission and Public Hearing.
6. **Application Fee** – Same as Application for Zoning Map Amendment – (see **Appendix ‘A’**).
7. **Further Actions** – Upon adoption of an “AP” District, the Planning and Development Manager shall review all Permit Applications to determine the applicability of the District designation relative to a specific site and proposed activity. The Administrator shall not authorize any development within the District until such time that written confirmation is received from the FAA or the Airport that the proposed development complies with the District regulations.

H. Special Flood Hazard Area Overlay District

1. **Administrator** – The **City Engineer** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-3.2.2\(T\), SFHA: Special Flood Hazard Overlay District](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in establishing a “SFHA” Special Flood Hazard Area Overlay District (‘Application For A Zoning Map Amendment’). This District may only be established upon adoption of a Federal Flood Insurance Study; thereafter, individual sites may only be modified pursuant to guidelines established in [Section 19-6.9, Stormwater Management](#), of the Ordinance.
4. **Supporting Documentation** – Addressed within the Application. See adopted Federal Flood Insurance Study for guidelines.
5. **Neighborhood Meeting** – It is strongly recommended that a meeting with property owners and residents within 500 feet of the site of the Application be convened by the Applicant pursuant to the provisions of [Section 19-2.2.4, Neighborhood Meetings](#), of the Ordinance. See also **Appendix ‘G’** of this Manual. The Staff will advise the Applicant of the names and addresses of the relevant property owners and the existence of any “Neighborhood Association” (and its contact person). This meeting should be convened prior to the submission of an Application, but it may be convened between the time of submission and Public Hearing.
6. **Application Fee** – Same as Application for Zoning Map Amendment – (see **Appendix ‘A’**).
7. **Further Actions** – Upon adoption of an “SFHA” District, the City Engineer shall review all Permit Applications to determine the applicability of the District designation relative to a specific site and proposed activity. The activity must comply with the requirements of [Section 19-6.9, Stormwater](#), of the Ordinance.

I. Encroachment Authorizations

1. **Administrator** – The **Public Works Director** is designated as the Administrator for purposes of this section.
2. **Reference** – See [Sections 19-2.1.1\(A\)\(6\), Authorization to Encroach into the Public Right-of-Way and 19-2.1.5\(C\)\(3\), Encroachments Within Public Rights-of-Way](#), of the Ordinance for additional information. See also Section 36-15, Encroachments, of the Greenville Code of Ordinances.
3. **Application Contents** – **Appendix 'A'** of this Manual includes copies of the forms to be used in applying for Encroachments.
4. **Supporting Documentation** – Addressed within the Applications.
5. **Application Fee** – See Application in **Appendix 'A'**.
6. **Inspections** – The Applicant shall advise the Administrator prior to initiating any action authorized by the Permit; the Administrator shall advise the Applicant of inspections and further approvals required to conclude the authorization.

J. Annexation of Properties into the Corporate Limits

1. **Administrator** – The [Economic Development Director](#) is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Sections 19-2.1.1\(A\)\(7\), Approval to Annex Properties into the Corporate Limits](#), of the Ordinance and Sec 5-3-10 of the S.C. Code of Laws for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used to request annexation of property into the Corporate Limits.
4. **Supporting Documentation** – Addressed within the Application. See also [Appendix ‘I’](#) of this Manual.
5. **Neighborhood Meeting** – Applications to Annex require the execution of a Petition by all or most of the owners of property within the area to be annexed; therefore, while neighborhood meetings are encouraged, it is assumed that affected property owners have been made aware of the Application and no additional meetings are required prior to the Planning Commission Public Hearing.
6. **Application Fee** – See **Appendix ‘A’**.
7. **Further Actions** – In acting upon an Application to Annex, the City Council will designate a zoning district for the property upon recommendation of the Planning Commission. Further, Annexation will not become effective until the US Attorney General approves the City’s submission for preclearance under Section 5 of the Voting Rights Act of 1965.

K. Special Exception Permit

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-2.3.5, Special Exception Permit](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in applying for a Special Exception Permit. Applications may be submitted for uses authorized pursuant to [Sections 19-2.3.5\(B\)\(1\), Uses Authorized in Zoning District, and 19-4.1, Table of Uses](#), or for changes to nonconforming uses pursuant to [Sections 19-2.3.5\(B\)\(2\), Change in Nonconforming Use, and 19-9.2.2, Change of Use](#).
4. **Supporting Documentation** – Addressed within the Application. See [Sections 19-2.3.5\(D\)\(1\), Special Exception](#) and [19-2.3.5\(D\)\(2\), Change in Nonconforming Use](#) for the “Standards” which must be addressed by the Applicant and met by the site conditions to enable the BZA to grant a Special Exception.
5. **Neighborhood Meeting** – It is strongly recommended that a meeting with property owners and residents within 500 feet of the site of the Application be convened by the Applicant pursuant to the provisions of [Section 19-2.2.4, Neighborhood Meetings](#), of the Ordinance. See also **Appendix ‘G’** of this Manual. The Staff will advise the Applicant of the names and addresses of the relevant property owners and the existence of any “Neighborhood Association” (and its contact person). This meeting should be convened prior to the submission of an Application, but it may be convened between the time of submission and Public Hearing.
6. **Application Fee** – See Application for Special Exception in **Appendix ‘A’**.
7. **Further Actions** – Upon the BZA’s granting a Special Exception, the Administrator will issue a Permit which the Board may require be recorded in the Registry of Deeds. Upon issuance or recordation (whichever applies), the Applicant may apply for other relevant Permits to effect the Special Exception; failure to do so within the statutory period may result in expiration of the Special Exception.
 - a. Decisions of the BZA may be appealed to the Circuit Court of Greenville County pursuant to Section 19-2.3.16(E) and the SC Code of Laws.
8. **Inspections** – The Applicant shall advise the Administrator prior to initiating any action authorized by the Permit; the Administrator shall advise the Applicant of inspections and further approvals required to conclude the authorization.

L. Variance Permit

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-2.3.7, Variance Permit](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in applying for a Variance Permit. Applications may be submitted pursuant to [Section 19-2.3.7\(A\), Purpose](#) which enables the BZA to waive the requirements of the Ordinance when prescribed conditions prevail.
4. **Supporting Documentation** – Addressed within the Application. See [Sections 19-2.3.7\(D\), Standards](#) for the “Standards” which must be addressed by the Applicant and met by the site conditions to enable the BZA to grant a Variance.
5. **Neighborhood Meeting** – It is strongly recommended that a meeting with property owners and residents within 500 feet of the site of the Application be convened by the Applicant pursuant to the provisions of [Section 19-2.2.4, Neighborhood Meetings](#), of the Ordinance. See also **Appendix ‘G’** of this Manual. The Staff will advise the Applicant of the names and addresses of the relevant property owners and the existence of any “Neighborhood Association” (and its contact person). This meeting should be convened prior to the submission of an Application, but it may be convened between the time of submission and Public Hearing.
6. **Application Fee** – See Application for Variance in **Appendix ‘A’**.
7. **Further Actions** – Upon the BZA’s granting a Variance, the Administrator will issue a Permit which the Board may require be recorded in the Registry of Deeds. Upon issuance or recordation (whichever applies), the Applicant may apply for other relevant Permits to effect the Variance: failure to do so within the statutory period may result in expiration of the Variance.
 - a. Decisions of the BZA may be appealed to the Circuit Court of Greenville County pursuant to Section 19-2.3.16(E) and the SC Code of Laws.
8. **Inspections** – The Applicant shall advise the Administrator prior to initiating any action authorized by the Permit; the Administrator shall advise the Applicant of inspections and further approvals required to conclude the authorization.

M. Certificate of Appropriateness

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-2.3.8, Certificate of Appropriateness](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in applying for a Certificate of Appropriateness. Applications may be submitted pursuant to [Section 19-2.3.8\(D\), Procedure](#), [Section 19-2.3.8\(D\)\(3\), Review and Decision by Administrator](#), applies if the Application meets the provisions of **Appendix ‘D’ (Delegation of Projects Review Authority)**. [Section 19-2.3.8\(D\)\(2\), Review and Decision by DPC](#), applies if the Application does not meet the requirements of **Appendix ‘D’**.
4. **Supporting Documentation** – Addressed within the Application. See [Sections 19-2.3.8\(E\), Standards](#) for the criteria which must be addressed by the Applicant and met by the building/site conditions to enable the DPC to grant a Certificate of Appropriateness (see also the *Design Guidelines*, incorporated herein by reference, that apply to the PO or C-4 District within which the subject property is located).
5. **Neighborhood Meeting** – It is strongly recommended that a meeting with property owners and residents within 500 feet of the site of the Application be convened by the Applicant pursuant to the provisions of [Section 19-2.2.4, Neighborhood Meetings](#), of the Ordinance. See also **Appendix ‘G’** of this Manual. The Staff will advise the Applicant of the names and addresses of the relevant property owners and the existence of any “Neighborhood Association” (and its contact person). This meeting should be convened prior to the submission of an Application, but it may be convened between the time of submission and Public Hearing.
6. **Application Fee** – See Application for Certificate of Appropriateness in **Appendix ‘A’**.
7. **Further Actions** – Upon the DPC’s granting the Application, the Administrator will issue a Certificate of Appropriateness authorizing the Applicant to apply for other relevant Permits to effect the Certificate; failure to do so within the statutory period may result in expiration of the Certificate.
 - a. The DPC may grant an Exemption from the requirements of the Design Guidelines pursuant to the provisions of [Section 19-2.3.8\(H\), Unreasonable Hardship Exemption](#).
 - b. Decisions of the Administrator may be appealed to the DPC pursuant to [Section 19-2.3.8\(D\)\(3\)\(c\), Appeal to DPC](#).
 - c. Decisions of the DPC may be appealed to the Circuit Court of Greenville County pursuant to [Section 19-2.3.8\(I\), Appeal](#).
8. **Inspections** – The Applicant shall advise the Administrator prior to initiating any action authorized by the Permit; the Administrator shall advise the Applicant of inspections and further approvals required to conclude the authorization.

N. CONDITIONAL USE PERMIT

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-2.3.6, Conditional Use Permit](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in applying for a Conditional Use Permit.
4. **Supporting Documentation** – [Section 19-2.3.6\(D\), Standards](#), of the Ordinance enumerates the conditions applicable to all “Conditional Uses”; [Section 19-4.3, Use-Specific Standards](#), of the Ordinance enumerates the conditions applicable to specific proposed uses. [Section 19-2.2.13, Conditions of Approval](#), references the authority of the Administrator (and decision-making body) to attach conditions to the issuance of a Conditional Use Permit designed to ensure compliance with the goals, policies, and standards of the Ordinance.
5. **Application Fee** – See Application for Conditional Use Permit in **Appendix ‘A’**.
6. **Further Actions** – Upon the Administrator issuing a Conditional Use Permit, the Applicant may need to apply for one or more additional permits to effect the rights granted by the Conditional Use Permit. These may include a “Site Plan Permit”, “Grading Permit”, “Building Permit”, etc.; these will be referenced on the Conditional Use Permit as appropriate.
 - a. If the Administrator disapproves a Conditional Use Permit (or requires modifications or conditions considered by an Applicant to be unreasonable), the Applicant may appeal to the BZA which may decide that the Administrator “erred” in disapproving the Permit. If so, the Commission may approve the Permit, consistent with the provisions of the Ordinance and the Design and Specifications Manual.
7. **Inspections** – The Applicant shall advise the Administrator prior to initiating any action authorized by the Permit; the Administrator shall advise the Applicant of inspections and further approvals required to conclude the authorization.

O. SITE PLAN PERMIT

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-2.3.9, Site Plan Permit](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in applying for a Site Plan Permit. **Appendix ‘H’** references the “Format and Content Requirements for Site Development Plans”.
4. **Supporting Documentation** – [Section 19-2.3.9\(E\), Standards](#), of the Ordinance enumerates the findings to be made for the issuance of a Site Plan Permit; [Section 19-4.3, Use-Specific Standards](#), enumerates the conditions applicable to specific proposed uses; [Section 19-6, Development and Design Standards](#) enumerates the layout and design parameters applicable to all uses; [Section 19-2.2.13, Conditions of Approval](#), references the authority of the Administrator to attach conditions to the issuance of a Site Plan Permit designed to ensure compliance with the goals, policies, and standards of the Ordinance; and, Appendix ‘H’ reflects the format and content requirements for Site Development Plans.
5. **Application Fee** – See Application for Site Plan Permit in **Appendix ‘A’**.
6. **Further Actions** – Upon the Administrator issuing a Site Plan Permit, the Applicant may need to apply for one or more additional permits to effect the rights granted by the Site Plan Permit. These may include a “Grading Permit”, “Building Permit”, etc.; these will be referenced on the Site Plan Permit as appropriate.
 - a. If the Administrator disapproves a Site Plan Permit (or requires modifications or conditions considered by an Applicant to be unreasonable), the Applicant may appeal to the BZA which may decide that the Administrator “erred” in disapproving the Permit. If so, the Commission may approve the Permit, consistent with the provisions of the Ordinance and the Design and Specifications Manual.
7. **Inspections** – The Applicant shall advise the Administrator prior to initiating any action authorized by the Permit; the Administrator shall advise the Applicant of inspections and further approvals required to conclude the authorization.

P. Sign Permit

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-2.3.10, Sign Permits](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in applying for a Sign Permit.
4. **Supporting Documentation** – [Section 19-2.3.10\(D\), Standards](#), of the Ordinance enumerates the findings to be made for the issuance of a Sign Permit; [Section 19-6.6, Sign Regulations](#), enumerates the conditions applicable to specific proposed signage; [Section 19-2.2.13, Conditions of Approval](#), references the authority of the Administrator to attach conditions to the issuance of a Sign Permit designed to ensure compliance with the goals, policies, and standards of the Ordinance.
5. **Application Fee** – See Application for Sign in **Appendix ‘A’**.
6. **Further Actions** – Upon the Administrator issuing a Sign Permit, the Applicant may need to apply for one or more additional permits to effect the rights granted by the Site Plan Permit. These may include a “Grading Permit”, “Building Permit”, etc.; these will be referenced on the Sign Permit as appropriate.
 - a. If the Administrator disapproves a Sign Permit (or requires modifications or conditions considered by an Applicant to be unreasonable), the Applicant may appeal to the BZA which may decide that the Administrator “erred” in disapproving the Permit. If so, the Commission may approve the Permit, consistent with the provisions of the Ordinance and the Design and Specifications Manual.
7. **Inspections** – The Applicant shall advise the Administrator prior to initiating any action authorized by the Permit; the Administrator shall advise the Applicant of inspections and further approvals required to conclude the authorization.

Q. TEMPORARY USE PERMIT

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-2.3.11, Temporary Use Permits](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in applying for a Temporary Use Permit.
4. **Supporting Documentation** – [Section 19-2.3.11\(C\), Standards](#), of the Ordinance enumerates the findings to be made for the issuance of a Temporary Use Permit; [Section 19-4.5.2, General Standards for All Temporary Uses and Structures](#), enumerates the requirements applicable to all proposed temporary uses; [Section 19-4.5.3, Specific Standards for Certain Temporary Uses and Structures](#), enumerates the requirements applicable to specific temporary uses; [Section 19-2.2.13, Conditions of Approval](#), references the authority of the Administrator to attach conditions to the issuance of a Temporary Use Permit designed to ensure compliance with the goals, policies, and standards of the Ordinance.
5. **Application Fee** – See Application for Temporary Use in **Appendix ‘A’**.
6. **Further Actions** – Upon the Administrator issuing a Temporary Use Permit, the Applicant may need to apply for one or more additional permits to effect the rights granted by the Temporary Use Permit. These may include a “Grading Permit”, “Building Permit”, etc.; these will be referenced on the Temporary Use Permit as appropriate.
 - a. If the Administrator disapproves a Temporary Use Permit (or requires modifications or conditions considered by an Applicant to be unreasonable), the Applicant may appeal to the BZA which may decide that the Administrator “erred” in disapproving the Permit. If so, the Commission may approve the Permit, consistent with the provisions of the Ordinance and the Design and Specifications Manual.
7. **Inspections** – The Applicant shall advise the Administrator prior to initiating any action authorized by the Permit; the Administrator shall advise the Applicant of inspections and further approvals required to conclude the authorization.

R. Minor Subdivision

1. **Administrator** – The **City Engineer** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-2.3.13\(A\)\(4\), Minor Subdivision](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in applying for approval of a Minor Subdivision Plat (‘Application For A Land Development Permit’). Appendix ‘F’ reflects the “Format and Content Requirements” of Preliminary and Final Plats for Minor Subdivisions.
4. **Supporting Documentation** – [Section 19-2.3.13\(A\)\(4\)\(c\), Standards](#), of the Ordinance enumerates the findings to be made for the approval of a Minor Subdivision Plat. [Section 19-2.2.13, Conditions of Approval](#), references the authority of the Administrator to attach conditions to the approval of a Minor Subdivision designed to ensure compliance with the goals, policies, and standards of the Ordinance.
5. **Application Fee** – See Application for Land Development Permit in **Appendix ‘A’**.
6. **Further Actions** – Upon the Administrator approving a Minor Plat, the Applicant is required to record the Plat in the Greenville County Registry of Deeds; proof of that recordation must be provided to the Administrator within thirty (30) days of the approval or the approval will expire.
 - a. If the Administrator disapproves a Minor Plat (or requires modifications or conditions considered by an Applicant to be unreasonable), the Applicant may appeal to the Planning Commission which may decide that the Administrator “erred” in disapproving the Plat. If so, the Commission may approve the Plat, consistent with the provisions of the Ordinance and the Design and Specifications Manual.

S. Major Subdivision

1. **Administrator** – The **City Engineer** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-2.3.13\(A\)\(5\), Major Subdivision](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in applying for approval of a Major Subdivision Plat (Application For Land Development Permit). **Appendix ‘F’** reflects the “Format and Content Requirements” of Preliminary and Final Plats for Major Subdivisions. This process involves three separate actions:
 - a. Preliminary Plat Approval – [Section 19-2.3.13\(A\)\(5\)\(c\), Preliminary Plat](#), addresses the process and standards that the Commission uses in reviewing and approving a Preliminary Plat. **Appendix ‘F’** reflects the “Format and Content Requirements” for Preliminary Plats. Approval of a Plat is required to enable a developer to install improvements designed to service the proposed uses.
 - b. Grading and Installation of Improvements – [Section 19-2.3.13\(A\)\(5\)\(d\), Grading and Installation of Improvements](#), addresses the manner in which required improvements are authorized, inspected, and accepted. See [Section 19-2.3.13\(B\), Grading Permit](#), which references [Section 19-6, Development and Design Standards](#), and the **Design and Specifications Manual**.
 - c. Final Plat – [Section 19-2.3.13\(A\)\(5\)\(e\), Final Plat](#), addresses the process and standards that the Administrator uses in reviewing and approving a Final Plat. **Appendix ‘F’** reflects the “Format and Content Requirements” for Final Plats. Approval of a Final Plat is required to enable a developer to convey lots.
4. **Supporting Documentation** – [Section 19-2.3.13\(A\)\(4\)\(c\), Standards](#), of the Ordinance enumerates the findings to be made for the approval of a Major Subdivision Plat; [Section 19-6, Development and Design Standards](#) enumerates the requirements for the design and construction of public and private improvements designed to accommodate the proposed uses. Additional design and construction standards can be found in the **Design and Specifications Manual**. [Section 19-2.2.13, Conditions of Approval](#), references the authority of the Planning Commission to attach conditions to the approval of a Major Subdivision designed to ensure compliance with the goals, policies, and standards of the Ordinance.
5. **Neighborhood Meeting** – It is strongly recommended that a meeting with property owners and residents within 500 feet of the site of the Application be convened by the Applicant pursuant to the provisions of [Section 19-2.2.4, Neighborhood Meetings](#), of the Ordinance. See also **Appendix ‘G’** of this Manual. The Staff will advise the Applicant of the names and addresses of the relevant property owners and the existence of any “Neighborhood Association” (and its contact person). This meeting should be convened prior to the

submission of an Application, but it may be convened between the time of submission and Public Hearing.

6. Application Fee – See Application for Land Development Permit in **Appendix ‘A’**.

7. Further Actions – Upon the Administrator approving a Final Plat, the Applicant is required to record the Plat in the Greenville County Registry of Deeds; proof of that recordation must be provided to the Administrator within thirty (30) days of the approval or the approval will expire.

a. If the Planning Commission disapproves a Preliminary Plat (or requires modifications or conditions considered by an Applicant to be unreasonable), the Applicant may appeal to the Circuit Court of Greenville County pursuant to Section 19-2.3.16(E) and the SC Code of Laws.

b. If the Administrator disapproves an Application for a Grading Permit or a Final Plat (or requires modifications or conditions considered by an Applicant to be unreasonable), the Applicant may appeal to the Planning Commission which may decide that the Administrator “erred” in disapproving the Permit/Plat. If so, the Commission may approve the Permit/Plat, consistent with the provisions of the Ordinance and the **Design and Specifications Manual**.

T. Grading Permit

1. **Administrator** – The **City Engineer** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-2.3.13\(B\), Grading Permit](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in applying for approval of a Grading Permit.
4. **Supporting Documentation** – [Section 19-2.3.13\(B\)\(6\), Standards](#), of the Ordinance enumerates the findings to be made for the approval of a Grading Permit; [Section 19-6, Development and Design Standards](#) enumerates the requirements for the design and construction of public and private improvements designed to accommodate the proposed uses. Additional design and construction standards are reflected in the **Design and Specifications Manual**. [Section 19-2.2.13, Conditions of Approval](#), references the authority of the Administrator to attach conditions to the approval of a Grading Permit designed to ensure compliance with the goals, policies, and standards of the Ordinance.
5. **Application Fee** – See Application for Grading Permit in **Appendix ‘A’**.
6. **Further Actions** – If the Administrator disapproves a Grading Permit (or requires modifications or conditions considered by an Applicant to be unreasonable), the Applicant may appeal to the Planning Commission which may decide that the Administrator “erred” in disapproving the Permit. If so, the Commission may approve the Permit, consistent with the provisions of the Ordinance and the Design and Specifications Manual.
7. **Inspections** – The Applicant shall advise the Administrator prior to initiating any action authorized by the Permit; the Administrator shall advise the Applicant of inspections and further approvals required to conclude the authorization.

U. Street Naming or Name Change

1. **Administrator** – The **City Engineer** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-2.3.13\(C\), Street Naming or Name Change](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in applying for approval of a Street Name Change. Initial Street Naming occurs with Preliminary Plat approval by the Planning Commission.
4. **Supporting Documentation** – [Section 19-2.3.13\(C\)\(5\), Standards](#), of the Ordinance enumerates the findings to be made for the approval of a Street Name; additional criteria are reflected in the **Design and Specifications Manual**.
5. **Neighborhood Meeting** – It is strongly recommended that a meeting with property owners and residents within 500 feet of the site of the Application be convened by the Applicant pursuant to the provisions of [Section 19-2.2.4, Neighborhood Meetings](#), of the Ordinance. See also **Appendix ‘G’** of this Manual. The Staff will advise the Applicant of the names and addresses of the relevant property owners and the existence of any “Neighborhood Association” (and its contact person). This meeting should be convened prior to the submission of an Application, but it may be convened between the time of submission and Public Hearing.
6. **Application Fee** – See Application for Street Name Change in **Appendix ‘A’**.
7. **Further Actions** – Upon approval of the name change by the Planning Commission, the Administrator shall record a certificate designating the name change in the Greenville County Registry of Deeds. Upon approval of a Final Plat by the Administrator (upon which will be reflected the name initially approved by the Planning Commission during its approval of the Preliminary Plat), the Applicant shall record the Plat at the Greenville County Registry of Deeds.

V. Certificate of Compliance

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-2.3.12, Certificate of Compliance](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in applying for a Certificate of Compliance.
4. **Supporting Documentation** – [Section 19-2.3.12\(C\), Standards](#), of the Ordinance enumerates the findings to be made for the issuance of a Certificate of Compliance which reflects that an existing or proposed use or activity at a specified location is permissible and does not require additional permitting pursuant to the Ordinance. [Section 19-2.2.13, Conditions of Approval](#), references the authority of the Administrator to attach conditions to the issuance of a Certificate of Compliance designed to ensure compliance with the goals, policies, and standards of the Ordinance.
5. **Application Fee** – See Application for Certificate of Compliance in **Appendix ‘A’**.
6. **Further Actions** – Upon the Administrator issuing a Certificate of Compliance, the Applicant may need to apply for one or more additional permits/certificates to effect the rights granted by the Certificate of Compliance. These may include a “Building Permit”, “Certificate of Occupancy”, etc.; these will be referenced on the Certificate of Compliance as appropriate.
 - a. If the Administrator disapproves a Certificate of Compliance (or requires modifications or conditions considered by an Applicant to be unreasonable), the Applicant may appeal to the BZA which may decide that the Administrator “erred” in disapproving the Certificate. If so, the Commission may approve the Permit, consistent with the provisions of the Ordinance and the Design and Specifications Manual.

W. Certificate of Conformity

1. **Administrator** – The **Planning and Development Manager** is designated as the “Administrator” for purposes of this section.
2. **Reference** – See [Section 19-2.3.14, Certificate of Conformity](#), of the Ordinance for additional information.
3. **Application Contents** – **Appendix ‘A’** of this Manual includes a copy of the form to be used in applying for a Certificate of Conformity.
4. **Supporting Documentation** – [Section 19-2.3.14\(C\)\(2\), Action by Administrator](#), of the Ordinance enumerates the process and findings to be made for the issuance of a Certificate of Conformity which reflects that an Applicant has complied with the provisions of a previously-issued Permit; [Section 19-2.2.13, Conditions of Approval](#), references the authority of the Administrator to attach conditions to the issuance of a Certificate of Conformity designed to ensure compliance with the goals, policies, and standards of the Ordinance.
5. **Application Fee** – See Application for Certificate of Conformity in **Appendix ‘A’**.
6. **Further Actions** – [Section 19-2.3.14\(D\), Temporary Certificate of Conformity](#), authorizes the Administrator to issue a “Temporary” Certificate of Conformity if the Administrator determines that it would be unreasonable to require an Applicant to comply with all of the provisions of a previously-issued Permit prior to the use and occupancy of a development (site or building) provided the development is substantially complete and adequate surety is provided.
 - a. If the Administrator disapproves a Certificate of Conformity (or requires modifications or conditions considered by an Applicant to be unreasonable), the Applicant may appeal to the BZA which may decide that the Administrator “erred” in disapproving the Certificate. If so, the Commission may approve the Certificate, consistent with the provisions of the Ordinance and the Design and Specifications Manual.