



TOWN OF BLYTHEWOOD
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Blythewood, SC 29016
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Town of Blythewood Board of Zoning Appeals *Submittal Requirements and Checklist*

An application properly filed with Zoning by 4:00 PM on the published application deadline (please refer to official BZA Calendar) will be reviewed by the Board of Zoning Appeals at a public hearing to be held on the second Monday of the following month at 6:00 PM at Doko Manor, 100 Alvina Hagood Circle, Blythewood, SC 29016.

APPLICANT TO INCLUDE THIS SHEET WITH APPLICATION SUBMITTAL

- Applicable sections of the Zoning Ordinance reviewed and listed correctly on application (*i.e. 155.428*)
- All sections of application completed (*please ensure all fields completed and responses are legible. Attach separate sheet if necessary*)
- Signed and witnessed Letter of Agency submitted (*If applicant not property owner*)
- Applicant signature on last page of document
- Conceptual Site Plan and/or Landscaping Plan (digital and hardcopy) provided to illustrate site layout, parking, landscaping, etc.
- Samples of exterior materials, textures, and colors
- Photographs of all sides of the existing structure if applicable and photographs of the adjoining properties
- Application fee remitted at time of submittal (*Please ensure project value notated on application. Checks to be made payable to Town of Blythewood*)

****Staff to review and sign-off on checklist at time of submittal***

Date and time submitted: _____
Staff initials: _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Applications are accepted:
Monday - Friday from 8:00 AM to 4:00 PM

SO THAT WE CAN BETTER SERVE ALL APPLICANTS: ON THE LAST DAY OF THE APPLICATION PERIOD, APPLICANTS MUST HAVE ALL DOCUMENTS AND PAYMENT TO ZONING STAFF BY 4:00 PM TO ENSURE PROCESSING AND SCHEDULING FOR THE CORRESPONDING PUBLIC HEARING DATE.