



## Mobile Home Zoning Permit Checklist

If applicable (1) Hard Copy of a Site Plan is required for Private Right of Way Easement and **MUST** be approved by the Planning Department prior to Public Works approval.

**Tax Map Number** (Can be found on Tax Bill or provided by staff)

**Address to be assigned by 911 addressing** (in Planning Dept.)

**Tree survey -OR- Signed letter from Civil Engineer or Landscape Architect**

All tree surveys shall include the name, phone number, address, signature, and seal of a licensed surveyor, landscape architect, or civil engineer registered in the State of South Carolina. The survey shall include all trees to be protected or preserved, and those scheduled to be removed, including dead and damaged trees.

**Signed Tree Affidavit** (in Planning Dept.)

**Signed Restrictive Covenants Affidavit** (in Planning Dept.)

**Signed Ingress/Egress/Private Easement Affidavit** (In Planning Dept.)

**A driveway encroachment permit may be required before building permit approval. An encroachment permit may change the layout of your site plan. \*\* Private roads do not require an encroachment permit.**

**Paid Receipt from local provider for public water & sewer -OR-**

**Septic Tank Approval (from DHEC) and Well Notice of Intent (NOI) Approval Letter from DHEC**

**Affidavit signed by the property owner or by legal representative if there is existing well/septic or public water/sewer, if applicable** (in Planning Dept.)

**Site Plan**

- Drawn to **Engineer's Scale**: (1"= 10', 20', 30', 40', 50' or 60')
- Information to include in site plan:
  1. Property dimensions (may be found on a recorded plat, which can be obtained from the ROD Office located at 101 Meeting Street, Downtown).
  2. Dimensions and locations of all existing and proposed structures and improvements.
  3. Setbacks, driveways, lot coverage calculations (impervious/pervious surfaces and buildings.)
  4. Grand Trees (24' DBH or greater) that are in the footprint of a structure, except pines.
  5. **Wetlands/OCRM Critical Line delineated, approved, stamped and signed every (5) years by Coastal Council (if applicable).**

**Floor Square Footage** (see below)

- First, Second, and Third Floor, Covered Porch, Non-Covered Decks, Garage, Parking Under, Storage, Building Height, Etc. to be included on Zoning Application.

**Fee Required for Zoning Permit**

Cash, Check with valid state I.D. or credit card

**To submit via the online portal: [https://egovweb.charlestoncounty.org/EnerGov\\_Prod/SelfService#/home](https://egovweb.charlestoncounty.org/EnerGov_Prod/SelfService#/home)**

Important Contact Information:  
 Planning/Zoning 202-7200  
 Mobile Homes 958-4151 or 958-4142

DHEC/Septic/Well 953-0150  
 OCRM/ Coastal Council 953-0200  
[www.charlestoncounty.org](http://www.charlestoncounty.org)

Building Services 202-6930