



Residential Permit Application

Accessory Structure ~ Fence ~ Swimming Pool

Staff Use Only
 Received: _____
 Staff: _____
 Inspected: _____

City of Conway Planning Department
 206 Laurel Street, 29526

Phone: (843) 488-9888
 Conway, South Carolina

FAX: (843) 488-9890
www.cityofconway.com

Application must be completed prior to the issuance of a building permit for the construction, enlargement, or modification to an accessory structure. Separate permits are required for electric, plumbing, gas, and HVAC work as may be authorized under the building permit. When payment has been received and the application has been approved, a building permit will be issued.

APPLICANT:	PHONE:	
APPLICANT ADDRESS:	CITY, STATE & ZIP:	
EMAIL ADDRESS:	FAX:	
PROPERTY OWNER (IF DIFFERENT FROM APPLICANT) AND ADDRESS:		
CITY:	STATE:	ZIP:

TYPE OF STRUCTURE:

- FENCE:** Proposed height: _____ Fence Material: _____
- POOL / SPA:** In-ground / Above-ground: _____
*Fencing and/or suitable enclosure device shall be provided, in compliance with applicable building codes, a minimum of 48-inches in height.
- NEW GARDEN STRUCTURE (Pergola, Gazebo, Arbor):** _____
 Attached to home: YES _____ NO _____
- NEW STORAGE BLDG / SHED:** _____ sq. ft. or _____ x _____ = _____ sq. ft.
- GARAGE:** Attached or Detached: _____ Dimensions: _____ sq. ft.
- ADDITION TO AN EXISTING ACCESSORY STRUCTURE:** _____ Sq. Ft. addition
*additions to the principal structure (i.e. home) are not considered "accessory" in nature and are not required to complete this form.
 - For detached structures **200' square feet** or greater in size, please note siding material as required by Section 5.2.1 (A.6): _____
 - For structures **400' square feet** in size or greater, please note siding material that architecturally compliments the primary structure, per Section 5.2.1 (A.6) _____
 - For **detached garages** on **corner lots** please note siding material that architecturally compliments the primary structure (per Section 5.2.1 (A.6)) _____

Please include a scaled site plan, or sample plan provided, indicating where the requested accessory structure, pool, or fence is to be placed along with any existing accessory structures on the subject property.

FENCES MAY ONLY BE ERECTED ON THE PROPERTY OF THE APPLICANT. THE CITY MAY NOT ISSUE A PERMIT FOR ANY FENCE THAT CROSSES A PROPERTY LINE. IF AN APPLICANT BUILDS A FENCE THAT CROSSES A PROPERTY LINE, THEY SHALL BE REQUIRED TO REMOVE THE FENCE AT THEIR OWN EXPENSE.

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WAIVER AND DISCLAIMER CONSTRUCTION IN EASEMENTS

Construction of sheds and other accessory structures, *excepting fences*, shall not be permitted within any utility, drainage, or other easement, whether public or private.

Fences may be permitted within easements subject to the following:

- Installation of the fence and types of materials used do not impede the flow of water and water does not pond on adjacent properties.
 - Fence post installation does not disturb any utility lines of piping which might be present.
 - If City workers damage or remove portions of this fence during maintenance or reconstruction, the property owner is responsible for all repair and replacement costs.
 - The City of Conway has permission to use gates in any fences and cross portions of property, outside the easement, to access the easement. This permission is conveyed as a condition of any future ownership of this property.
 - Permission to install the fence within the drainage easement only pertains to easement rights owned by the City and administered by Public Works.
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Prior to any construction, the location of your accessory structure, pool or fence must be clearly marked on your building site using paint, string, marking tape or similar material. You must then call into the Planning and Building Department ((843) 488-9888) to schedule an inspection of the location of your construction. The Building Department will inspect the location and if it meets the appropriate setbacks, they will issue you permission to proceed with the construction. Once completed, you must call for a final inspection to assure that all applicable Code has been complied.

I hereby certify that I have read this application and know the same to be true and correct. I understand that construction will be inspected for compliance with the current adopted International Residential Code, as amended, and other State and City of Conway ordinances governing this work and agree to abide by the same whether specified herein or not. I further understand that the granting of a permit does not presume to give authority to violate or cancel the provisions of any State or City ordinance regulating construction or the performance of construction. Issuance of a permit does not imply or represent that proposed construction complies with subdivision or deed restrictions, restrictive covenants, or other conditions which maybe applicable to a particular parcel of property. I further acknowledge that I am in compliance with these deed restrictions, restrictive covenants, and all regulations within the City of Conway Unified Development Ordinance (UDO), as well as all other applicable City ordinances.

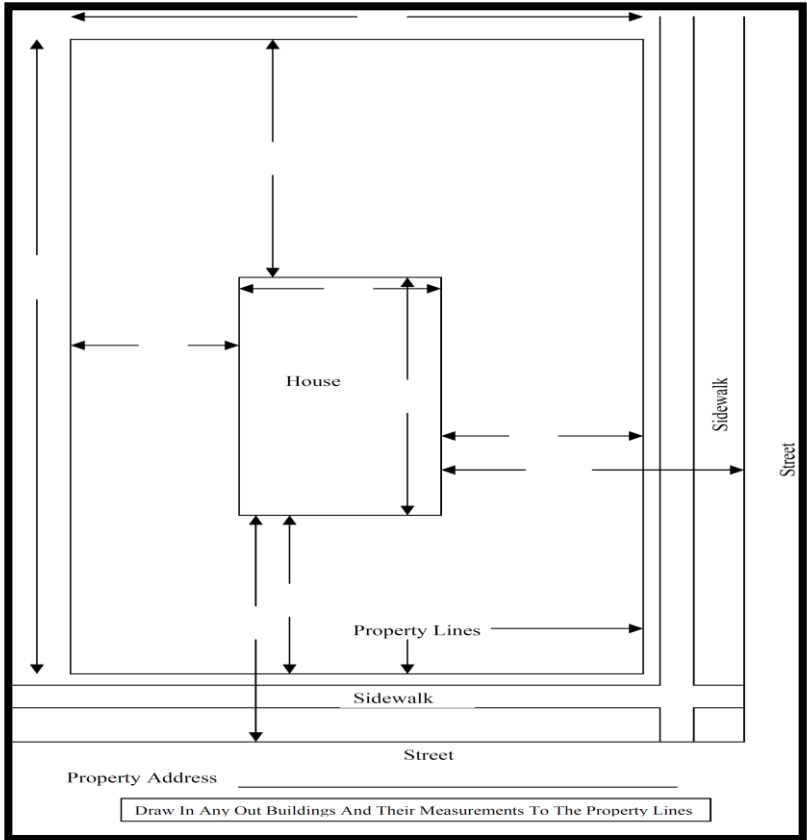
Signature of Applicant: _____ Date _____

Printed Name: _____

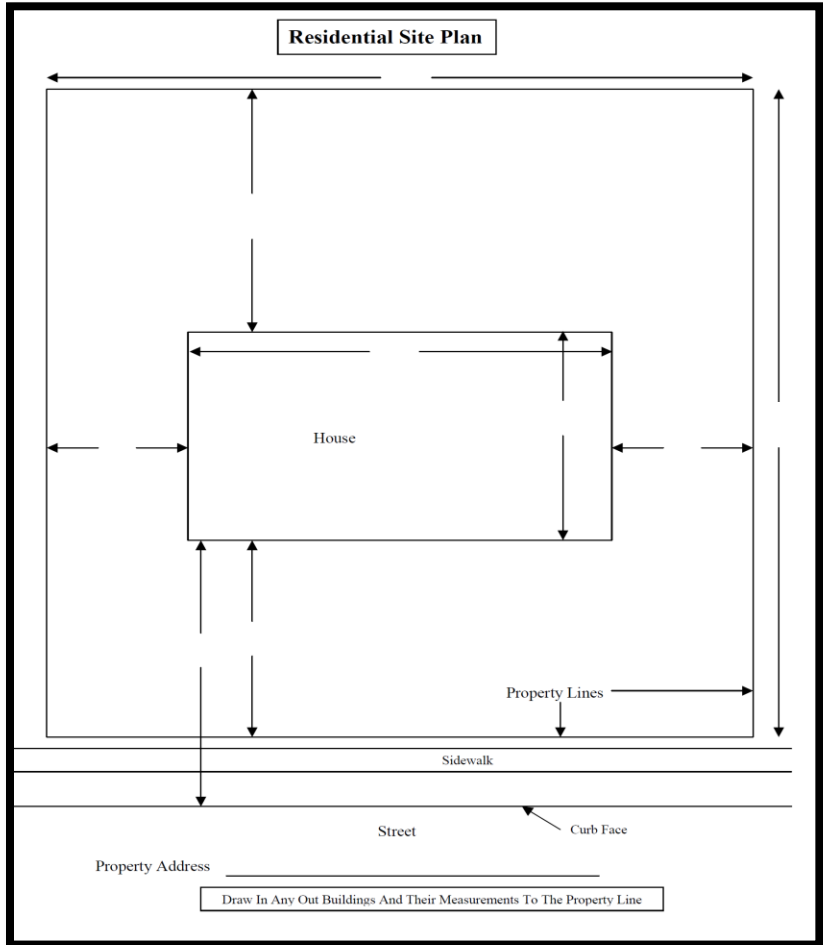
Approved: _____ Conditions: _____ Date _____

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Corner Lot



Interior Lot



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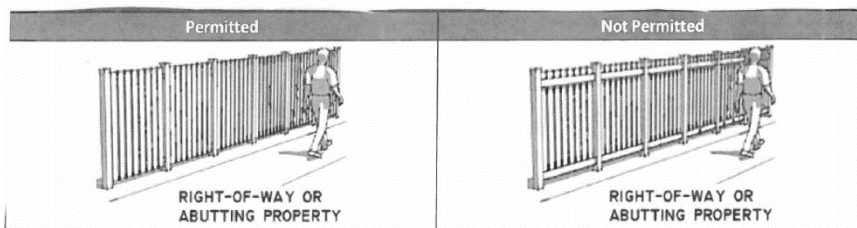
5.2.1 Accessory Structures

- A. Single-family detached dwelling, single-family semi-detached dwelling, and two family dwelling uses shall be permitted to construct and utilize structures which are accessory to the principal use of the property (including but not limited to detached private garages, storage sheds, children's playhouses, private kennels, non-commercial greenhouses, bath houses, cabanas, garden structures (gazebos, arbors, pergolas), book exchange boxes and structures designed and used for purposes of shelter in the event of a man-made or natural catastrophe). They shall meet the following requirements:
1. **Location:** Shall be located in the rear yard only. Detached garages and garden structures may also be located in the side yard. Book exchange boxes may also be located in any yard provided they do not impede access or circulation, obstruct parking areas, and/or create unsafe conditions. Book exchange boxes may not be located in a right-of-way or sight triangle.
 - (a) Garden structures may be located in corner front yards.
 2. **Setbacks:** Exempting garden structures, accessory structures shall be a minimum of five (5) feet from other accessory structures, and the principal structure. Detached garages and garden structures located in the side yard shall meet the setback requirements of the zoning district in which they are located and shall not be located more forward than the front façade of the primary structure. Building codes and buffers, landscaping, and other requirements stated throughout the UDO may require a greater setback.
 3. **Height:** Shall not exceed 15-feet in height unless it is located entirely in the buildable area of the lot in which it is located. If the accessory structure is more than 15-feet in height, it will be subject to the maximum height requirements of the zoning district and shall not be higher than the principal structure.
 4. **Number:** Shall be limited to three (3). Book exchange boxes, education facilities, public recreation facilities and children's playhouses shall not contribute to this number.
 5. **Size:** The total square footage of all accessory structures on a lot shall not exceed 50% of the rear yard. The square footage of one (1) accessory structure shall not exceed 50% of the area of the primary structure on the same lot.
 6. **Design:** The following design standards shall be required:
 - a. **Less than 200 sq. ft.:** If the structure exceeds 10-feet in height, it shall not be constructed with any corrugated metal, sheet metal, and / or exposed metal and shall be required to use stucco, tabby, wood siding, brick, fiber cement siding, or other material with similar texture.
 - b. **Between 200 and 399 sq. ft.:** Shall not be constructed with any corrugated metal, sheet metal, and/or exposed metal and shall be required to use stucco, tabby, wood siding, brick, fiber cement siding, or other material with similar texture.
 - c. **400 sq. ft. and greater:** Shall not be constructed with any corrugated metal, sheet metal, and/or exposed metal and shall architecturally complement the primary structure in exterior finish and roof pitch.
 - d. **Corner lots:** In addition to the design standards stated above, the following conditions shall apply to accessory structures located on a corner lot:
 1. **Detached garage:** Shall architecturally complement the primary structure in exterior finish and roof pitch.
 7. **CAB:** Any proposed accessory structure that is located in a Historic Design Review District shall be approved by the Community Appearance Board (CAB).

5.2.3 Fences & Walls

A fence or wall of any construction may project into or enclose required yards (but not over any boundary) in all zones providing that a maximum height, measured from the natural grade at which the fence or wall occurs, does not exceed the following:

- A. **Commercial and Residential:**
 1. Front yards: 4-feet,
 2. Corner front yards: 6-feet (provided it meets a 10-ft setback from the public right-of-way or lot line),
 3. Side yards: 6-feet,
 4. Rear yards: 8-feet.
- B. *NA to residential accessory structures*
- C. **Corner Lots:** a fence or wall located on a corner lot may be up to 6-feet in height provided it meets a mandatory 10-ft setback from the public right-of-way or lot line. Furthermore, fences and walls located on corner lots must remain clear of all sight triangles, in accordance with *Section 7.1.8* of the UDO.
- D. **Design:** Wherever a fence or wall is installed, if one side of the fence or wall appears more "finished" than the other (i.e. one side has visible support framing and the other does not), then the more "finished" side of the fence shall face the perimeter of the lot, rather than facing the interior of the lot. This design provision shall also be mandatory for fences and walls required for buffering and screening purposes. Decorative or ornamental wood, brick, stone or stucco piers, built as a structural component of a fence, wall, or gate may be located in all required yards.
- E. **Maintenance:** The structural and aesthetic integrity shall be maintained for all new and existing fences and walls. Any fence or wall provided to meet buffering and screening requirements may be exempted from the height and location standards as necessary to meet the requirements of that section. All fences and walls must meet the requirements of *Article 9 (Landscaping & Buffering)*.



5.2.8 Residential Swimming Pools & Spas

A swimming pool, hot tub, or other type of spa may be constructed on the side or rear of a private residence under the following conditions:

- A. The edge of the water must be at least 3.5-feet from all required setbacks and from any buildings.
- B. Fencing and/or a suitable enclosure device shall be provided, in compliance with applicable building codes.
- C. Pool lighting shall be shielded and oriented away from adjacent properties. If individual light shielding is not provided, they shall be placed so that enclosure walls or fences direct light away from adjacent properties.

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