

Planning & Development Department

803-329-5590 / permits@cityofrockhill.com

Physical (By Appointment Only): 155 Johnston Street, Rock Hill, SC 29730

Mailing: PO Box 11706, Rock Hill, SC 29731-1706

www.cityofrockhill.com



APPLICATION INSTRUCTIONS FOR ACCESSORY BUILDING OF 200 SQUARE FEET OR LESS

WHEN TO USE THIS APPLICATION

Use this application for an accessory building that is 200 square feet or less, such as a small storage building.

If you are proposing to install a building that is larger than 200 square feet, use the [Residential Building Permit Application Packet](#) or the [Commercial Building Permit Application Packet](#) instead.

APPLICATION PROCESS

1. **Submit the following in PDF format** through our online services website at <http://www.cityofrockhill.com/onlineservices>:
 - A. **Accessory building permit application** (pg. 3)
 - B. **Scaled drawing, rendering, or image** of proposed building that shows the proposed materials.
 - C. **Site plan** that is drawn to scale, or a survey of the property that includes the components shown on the examples on pgs. 4 and 5.
 - D. **Homeowners Association letter of approval** if the property is located in a neighborhood with an HOA that enforces restrictive covenants. See example pg. 6.
 - E. **Certificate of Appropriateness Application** if the property is located within one of the City's [historic districts](#).
2. **We will email you an invoice for the required fee of \$20, which will be paid online.**
3. **City staff will review your plan** and send comments back to the designated contact person on the application within approximately three business days. If the plan must be revised, use the [Plan Resubmittal Instructions](#) to guide you in uploading your revised plans.
4. All design professionals (such as architects of record), contractors, and subcontractors must have a City of Rock Hill [business license](#) before the building permit can be issued.
 - If your business is not located in the City and you would like to request a business license on a “per job” basis, you must submit a copy of your signed contract or other proof of the cost of the project.
5. After the above has been completed, **we will process your permit**, which may take another couple of days.
6. **Request a utility locate.** If you will be digging in your yard to install the accessory structure, request that all utility companies in the area come mark where their lines are near where the accessory building will be located. This is a free service offered by the state. The request can be made through <https://exactix.sc811.com/>.
7. **Install the accessory structure.** The structure should be anchored to the ground so that it will not move during high wind events.

Did You Know?

If a survey of the property has been recorded in the past, you can obtain a copy of the survey through the [York County Register of Deeds Office](#). Property deeds are also available there.

8. **Mark all property lines in the area near the accessory building.** You can determine where your property lines are located a few different ways:
 - A. Look at a survey of your property if you have one. Use a tape measure from a fixed point on the survey (such as a house corner) to find the property lines.
 - B. Find property pins that were set when the property was surveyed in the past. These may still be visible with a marked cap on the end, or they may have been buried, in which case you could locate them with a metal detector.
 - C. Look at the legal description on your deed. Use a tape measure from a fixed point on the survey (such as a house corner) to find the property lines.
9. **Request a final inspection** through our [online services website](#).

STANDARDS FOR ACCESSORY BUILDINGS

The [Zoning Ordinance](#) regulates accessory structures in sections 5.3 and 9.7. These are the key rules:

1. **Size:** For structures accessory to single-family residential units, the combined floor area of all detached accessory structures must be no larger than 30% of the floor area of the principal structure or 600 feet, whichever is greater. However, if the property does not have a garage or carport, some additional square footage is allowed. Staff can help you determine whether this situation applies.
2. **Location:** Accessory structures of all types except fences must be located behind the front plane of the primary structure. This applies to storage sheds, carports, detached garages, etc.
3. **Setbacks:** With a few limited exceptions for structures such as dumpster enclosures and solar installations, accessory structures must be set back:
 - 5 feet away from any other structure except for a fence.
 - If the accessory structure is less than one-story tall, 5 feet away from all property lines. If the accessory structure is taller than one story, 10 feet away from all property lines. One story is defined as a floor-to-ceiling height of 12 feet or less.
4. **Easements:** Accessory structures cannot be placed within any platted or recorded easement, or over any known utility, unless the utility provider grants an encroachment permit.
5. **Height:** Accessory structures cannot exceed the lesser of two stories or the height of the primary structure. An exception exists in some cases for an industrial use.
6. **Materials:** When the primary use of the property is residential, metal (architectural or corrugated) is allowed for accessory buildings under 200 square feet. When the primary use is non-residential, metal (architectural or corrugated) is allowed if the structure is screened with landscaping or is within a fenced outdoor storage area.

In some locations, additional standards will apply:

- [Historic Design Guidelines](#) if the property is located within one of the City's [historic districts](#).
- [Design Overlay District Standards](#) if the property is located within the City's Design Overlay District, which is mostly located along I-77 and major roads near I-77 such as parts of Celanese and Cherry roads and Dave Lyle Boulevard.

Planning & Development Department

803-329-5590 / permits@cityofrockhill.com

Physical (By Appointment Only): 155 Johnston Street, Rock Hill, SC 29730

Mailing: PO Box 11706, Rock Hill, SC 29731-1706

www.cityofrockhill.com



APPLICATION FOR ACCESSORY BUILDING OF 200 SQUARE FEET OR LESS

Property Owner: _____ Phone: _____

Property Owner Address: _____ Email: _____

Construction Address: _____ Subdivision: _____ Lot: _____

Installer Name: _____ Phone: _____ Email: _____

Installer Address: _____ State Lic.#: _____ City Business Lic. #: _____

Primary use of the property (for example, single-family detached residence or office): _____

Type of accessory building that is proposed (e.g., storage building): _____

How large are these structures in square feet?

Proposed accessory building: _____ All existing accessory structures (total): _____ Principal structure: _____

How far is the proposed accessory building from nearby property lines?

Front property line: _____ Side (left): _____ Side (right): _____ Rear: _____

How tall are these structures?

Proposed accessory building: _____ Primary structure (approx.): _____ How many stories is primary structure? _____

What are the proposed materials?

Roof: _____ Walls: _____

Support structures if visible from outside: _____

Will any utilities be needed to serve the accessory structure? Yes No

If yes, what types? Electric Public water Well Sewer Septic tank Other: _____

Deed Restrictions/Restrictive Covenants

Are there any recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested? For example, is there a mandatory architectural review or homeowner association approval required? Yes No

- If yes, please describe restrictions: _____
- Also upload a **Homeowners' Association (HOA) approval letter** (see example below)

Certifications

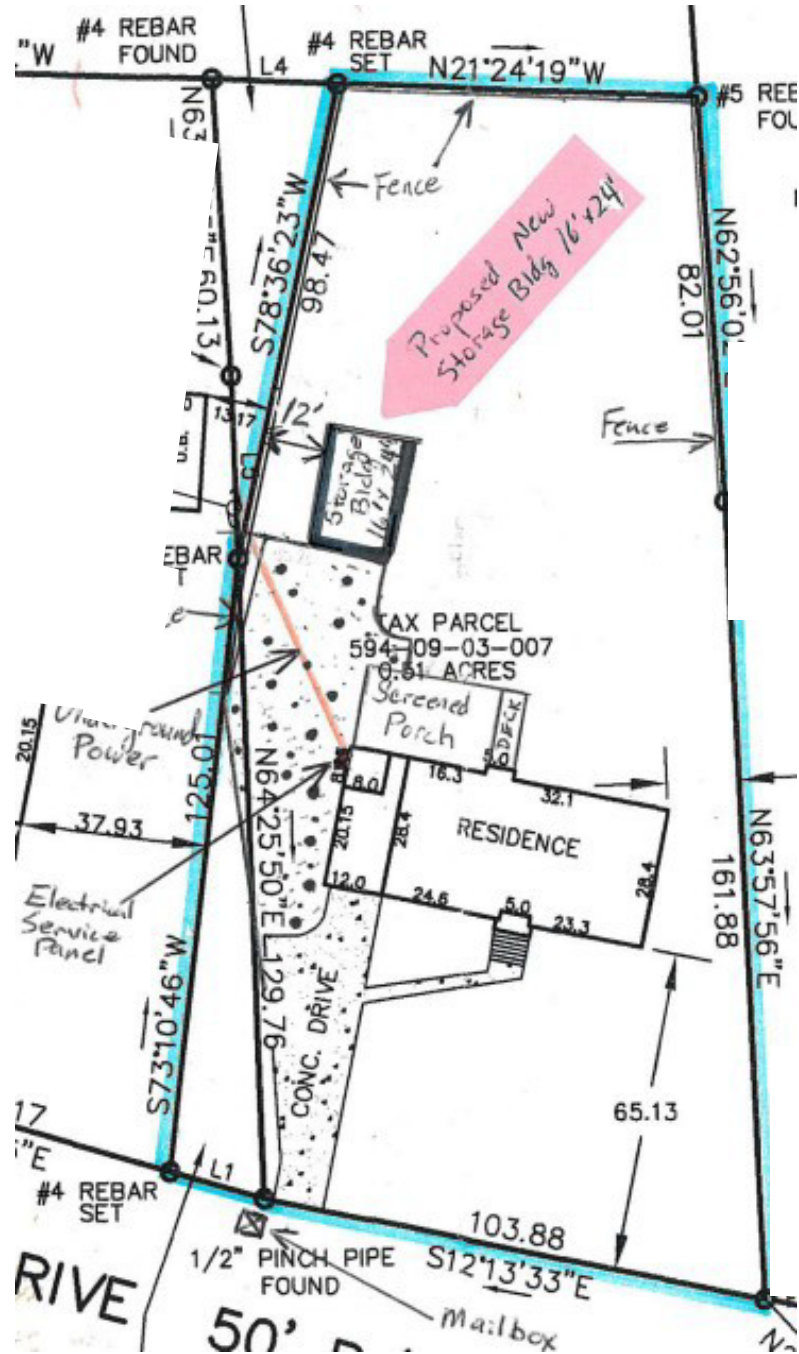
The applicant certifies information on this application is true and correct. If any information is false or misleading, the permit shall be considered void. This permit will expire six months from approval date if no activity occurs.

Applicant Signature: _____ Date: _____

EXAMPLES OF ACCEPTABLE SITE PLANS

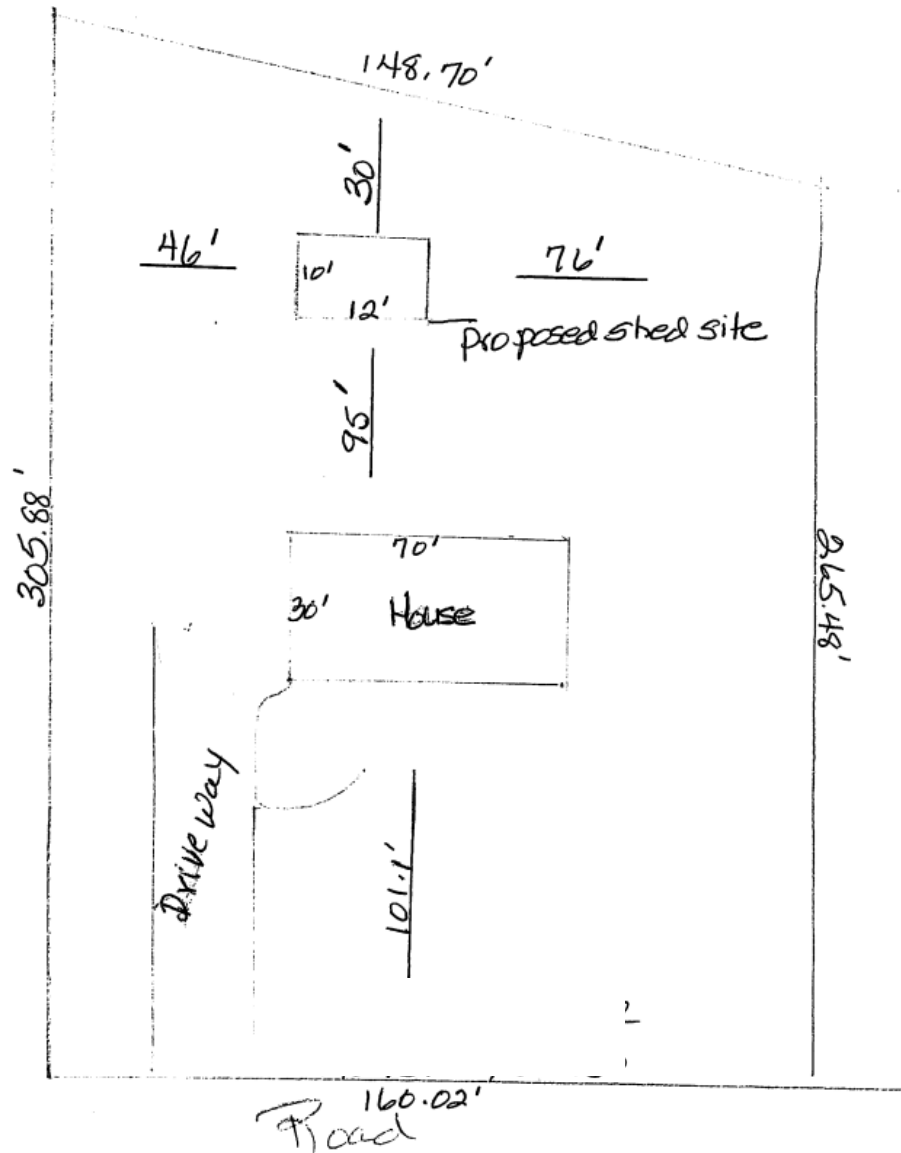
1. Site plan using property survey

- ✓ Shows property dimensions
- ✓ Shows footprint of proposed accessory building along with its dimensions
- ✓ Shows distance between proposed accessory building and nearby property lines
- ✓ Shows all existing buildings and provides sufficient information to calculate their square feet
- ✓ The property has no easements, but this shows the location of the electrical line



2. Hand drawn to scale

- ✓ Shows property dimensions
- ✓ Shows footprint of proposed accessory building along with its dimensions
- ✓ Shows distance between proposed accessory building and nearby property lines and structures
- ✓ Shows all existing buildings and provides sufficient information to calculate their square feet
- ✓ The property has no easements



New Town HOA Management
1548 Ebenezer Road
Rock Hill, SC 29732
803-366-5262

August 25, 2022

Shed

Project Number: 20221809
Project Name: 1525 Coatsworth Lane - Fence
Stage: Fence

EXAMPLE LETTER

HOA approval letters must include:

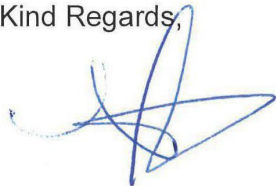
- ✓ Letterhead and date
- ✓ Name and address of homeowners if applicable
- ✓ Description of work and any conditions of approval
- ✓ Printed name and signature of the HOA president or other authorized representative

Good Afternoon,

shed This letter is in reference to the ARC Request that was submitted to our office for a fence on your property. The Ashley Park Homeowners Association's Architectural Review Committee has considered your ARC Submission and has **APPROVED** your request.

If you have any questions, please do not hesitate to contact our office.

Kind Regards,



Meagan Schmidt

New Town HOA Management
Accounting Administrative Assistant
meagan.schmidt@newtownhoa.com